DOCUMENT RESUME

ED 262 163

CE 042 469

AUTHOR	Davis, Beverly; Woodruff, Nancy
TITLE	Trade Related Reading Packets for Disabled Readers.
INSTITUTION	Gloucester County Vocational-Technical School, Sewell, NJ.
SPONS AGENCY	New Jersey State Dept. of Education, Trenton. Div. of Vocational Education and Career Preparation.
PUB DATE	85
NOTE	262p.; Document printed on colored paper.
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051)
EDRS PRICE	MF01/PC11 Plus Postage.
DESCRIPTORS	Adult Education; Agricultural Education; Assembly (Manufacturing); Bakery Industry; Buildings; *Content Area Reading; Data Processing; Landscaping; Maintenance; *Occupational Home Economics; *Office Occupations Education; Postsecondary Education; Reading Comprehension; *Reading Difficulties; *Reading Improvement; Secondary Education; *Trade and Industrial Education; Vocabulary Development; Vocational Education; Warehouses
IDENTIFIERS	*Job Related Reading

ABSTRACT

Six trade-related reading packets for disabled readers are provided for these trades: assemblers, baking, building maintenance, data entry, interior landscaping, and warehousing. Each packet stresses from 9 to 14 skills. Those skills common to most packets include context clues, fact or opinion, details, following directions, main idea, vocabulary, and reading comprehension of representative diagrams, charts, signs, labels, directions, or other trade-related material. Each packet contains a vocabulary list, activities (word puzzles, fill in the blanks, matching, short answer, sequencing, multiple choice, true/false), and answer keys. (YLB)

****
*   Reproductions supplied by EDRS are the best that can be made   *
*   from the original document.   *
****

ED262163

TRADE RELATED READING PACKETS FOR DISABLED READERS

Gloucester County Vocational-Technical School
P. O. Box 186, Tanyard Road
Sewell, New Jersey 08080

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

L Price

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Project Directors:

Beverly Davis
Nancy Woodruff

CE042469

CONTENTS

SECTION BLUE: ASSEMBLERS PACKET

1. Abbreviations
2. Alphabetizing
3. Categorizing
4. Classification
5. Context Clues
6. Fact or Opinion
7. Finding Details
8. Following Directions
9. Main Idea
10. Reading Diagrams
11. Reading Signs
12. Sequencing
13. Vocabulary
14. Want Ads

SECTION YELLOW: BAKING PACKET

1. Bakery Forms
2. Context Clues
3. Details
4. Main Idea
5. Reading Ads
6. Reading Charts
7. Reading Directions
8. Using the Phone Book
9. Vocabulary

SECTION PINK: BUILDING MAINTENANCE PACKET

1. Categorizing
2. Charts and Diagrams
3. Context Clues
4. Details
5. Fact or Opinion
6. Main Idea
7. Reading Directions
8. Reading Labels
9. Using the Phone Book
10. Vocabulary
11. Want Ads

SECTION GREEN: DATA ENTRY PACKET

1. Alphabetizing
2. Context Clues
3. Fact or Opinion
4. Finding Details
5. Following Directions
6. Main Idea
7. Phrase Perception
8. Tables and Graphs
9. Vocabulary
10. Word Perception

SECTION GRAY: INTERIOR LANDSCAPING PACKET

1. Context Clues
2. Details
3. Directions
4. Fact or Opinion
5. Main Idea
6. Reading Ads
7. Reading Charts
8. Reading Labels
9. Tables of Contents and Index
10. Vocabulary

SECTION SALMON: WAREHOUSING PACKET

1. Categorizing
2. Context Clues
3. Details
4. Fact and Opinion
5. Following Directions
6. Forms and Applications
7. Main Idea
8. Reading Charts and Diagrams
9. Reading Table of Contents and Index
10. Reading Want Ads
11. Using the Phone Book
12. Vocabulary

TRADE RELATED READING PACKET
FOR
DISABLED READERS

ASSEMBLERS PACKET

The following skills will be stressed in this packet:

Abbreviations
Alphabetizing
Categorizing
Classification
Context Clues
Fact or Opinion
Finding Details
Following Directions
Main Idea
Reading Diagrams
Reading Signs
Sequencing
Vocabulary
Want Ads

SURVIVAL WORK VOCABULARY
PRE-TEST

WORDS

_____ Caution
_____ Clinic
_____ Closed
_____ Danger
_____ Down
_____ Entrance
_____ Exit
_____ Explosives
_____ Flammable
_____ Fragile
_____ Gentlemen
_____ Information
_____ Ladies
_____ Men
_____ Nurse
_____ Open
_____ Private
_____ Pull
_____ Push
_____ Slow
_____ Stop
_____ Telephone
_____ Warning
_____ Women
_____ Yield

PHRASES

_____ Authorized Personnel Only
_____ Department of Employment
_____ Do Not Enter
_____ Do Not Touch
_____ Emergency Call Box
_____ Employee's Only
_____ Fire Escape
_____ First Aid
_____ Handle with Care
_____ Hands Off
_____ Keep Off
_____ Live Wires
_____ No Admittance
_____ No Food or Drink In Shop
_____ No Stopping
_____ No Trespassing
_____ One Way
_____ Out of Order
_____ Pedestrians Prohibited
_____ Please Pay Cashier
_____ Restrooms
_____ Smoking Prohibited
_____ Stop Motor
_____ Stop When Red Lights Are Flashing
_____ This End Up
_____ Use Crosswalk
_____ Use Other Door
_____ Watch Your Step
_____ Wet Paint

VOCABULARY STAIRWAYS - ACTIVITY 1

Directions: Fill out the words in the square. Choose from the words below. The first one has been done for you. Circle the words that do not fit in the squares.

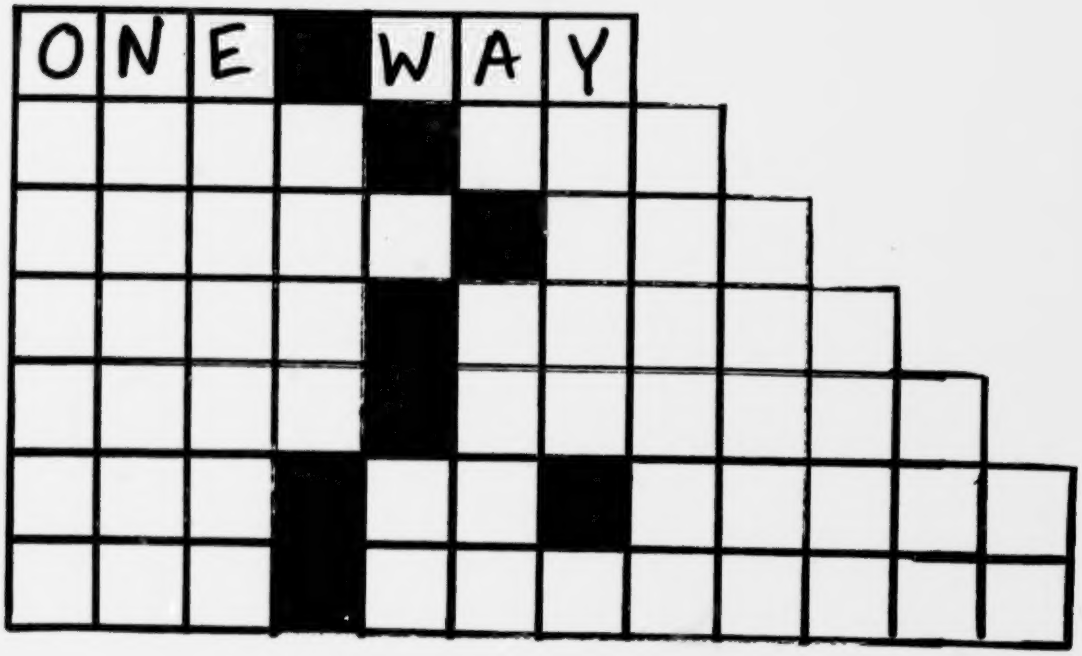
O	P	E	N						
		E							
				E					
			T						
				A					
			M						
					S				

Word Box

explosives
danger
flammable
entrance
open
women
caution
yield
telephone

PHRASE STAIRWAY - ACTIVITY 2

Directions: Fill out the letters in the squares. Choose from the words below. The first one has been done for you. Circle the phrases that do not fit in the squares.



Word Box

fire escape
live wires
stop motor
first aid
this end up
no stopping
out of order
keep off
use crosswalk

WORD HUNT - ACTIVITY 3

Directions: There are 18 words listed below. Find them in the puzzle. Draw a line around each word.

Extra Credit: Put the words in alphabetical order. Use the space below.

E	D	L	E	D	G	E	N	T	L	E	M	E	N	H
N	M	S	N	O	A	D	M	I	T	T	A	N	C	E
T	T	P	U	L	L	N	T	E	R	S	W	T	A	R
R	H	I	L	N	D	D	G	E	L	L	I	E	R	E
A	I	N	C	O	L	N	A	E	X	I	T	L	O	S
N	S	S	Y	E	Y	V	S	A	R	I	I	E	L	T
C	E	F	I	R	E	E	S	C	A	P	E	P	C	R
E	N	Y	N	W	O	O	E	R	L	L	M	H	L	O
U	D	L	A	D	I	E	S	S	W	D	G	O	O	O
F	U	F	W	I	O	A	U	O	O	T	H	N	S	M
A	P	U	S	H	Y	W	L	D	R	N	I	E	E	U
H	R	R	X	Z	T	S	N	R	O	L	L	Z	D	S
A	W	E	T	P	A	I	N	T	L	E	S	Y	P	T

gentlemen
employees only
entrance
pull
fire escape
danger
this end up
no admittance
ladies
down
push
wet paint
telephone
yield
restroom
exit
slow
closed

CONTEXT CLUES - ACTIVITY 4

Read the following paragraph and fill in the blanks by using the words in the box at the bottom of the page.

Some assemblers work on ______________ having many parts. These products are ______________ by several workers. Each one puts ______________ one or two parts. When ______________ have finished their part ______________ the work. The unit is ______________ along to another assembler ______________ the next operation. Items ______________ up of only a ______________ parts, such as ball ______________ pens or eyeglass frames ______________ often completely put together ______________ one assembler.

are
assembled
by
few
for
made
of
passed
point
products
they
together

ALPHABETIZING - ACTIVITY 5

Directions: The following lists are occupations that a person working in a factory might do. Put the occupations in alphabetical order by putting the number on the blank space next to the word. The first one has been done for you.

1. ____ furniture assembler
____ broom maker
____ carton waxer
___1___ automobile assembler
____ frame finisher

2. ____ cutting machine operator
____ popcorn packer
____ mattress packer
____ noodle press operator
____ sprayman

3. ____ stitcher
____ toy stuffer
____ packer
____ bag sewer
____ grader

4. ____ filler-packer
____ buttonhole machine operator
____ brush filler
____ bag sealer
____ fryer

5. ____ power sealer
____ plastic binder
____ hemmer and fringer
____ trimmer
____ steamer

6. ____ yarn man
____ slitter-operator
____ wire edger
____ tinning machine operator
____ assembly line worker

READING SIGNS - ACTIVITY 6

Read each of the following sentences and pick the sign that the sentence is talking about.

1. This sign tells you not to touch something.

2. This is a warning telling you to watch your step.

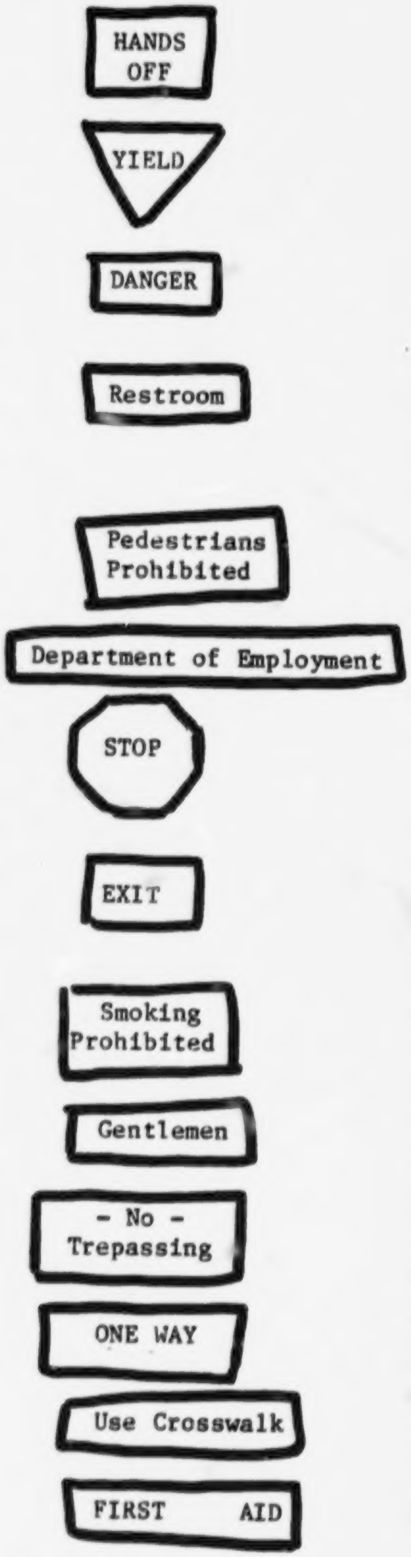
3. At which of the signs could you go to to get a job?

4. This sign tells you the door you can use to leave a building.

5. Which sign tells you that you can't smoke in this area?

6. Many movie stars have this sign to keep people away.

7. Joanie is a little girl who has cut her hand. Which sign should she look for?


HANDS OFF
YIELD
DANGER
Restroom
Pedestrians Prohibited
Department of Employment
STOP
EXIT
Smoking Prohibited
Gentlemen
- No - Trepassing
ONE WAY
Use Crosswalk
FIRST AID

CLASSIFICATION - ACTIVITY 7

Directions: Read the words, and then write the word on the blank space that doesn't belong with the others.

1. nuts
hammer
screws
bolts

____

2. boxes
tissue paper
screwdriver
tape

____

3. hardhat
safety glasses
uniform
sun glasses

____

4. dependable
helpful
lazy
cooperative

____

5. danger
caution
yield
warning

____

6. nurse
clinic
first aid
explosives

____

7. boss
employee
supervisor
manager

____

8. movie star
assembly line worker
cutting machine operator
noodle press operator

____

9. hands off
do not touch
keep off
wet paint

____

10. elevators
restrooms
escalators
stairways

____

11. truck
airplane
train
office

____

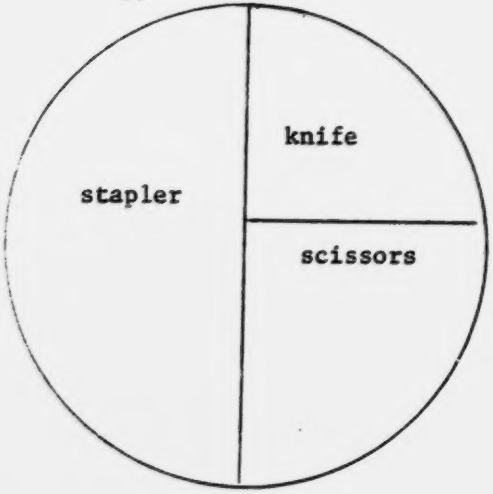
12. Thursday
Monday
September
Saturday

____

CATEGORIZING - ACTIVITY 8

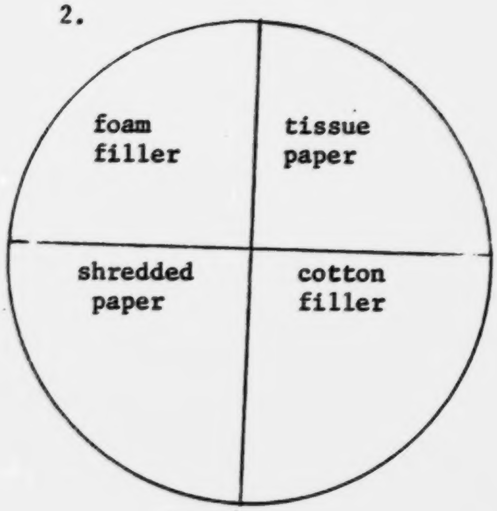
Put each group of words or a word at the bottom of the page on the line under the circle that they describe.

1.


knife
stapler
scissors

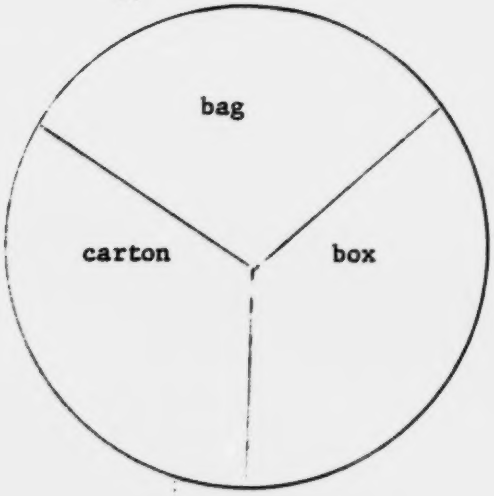
____

2.


foam filler
tissue paper
shredded paper
cotton filler

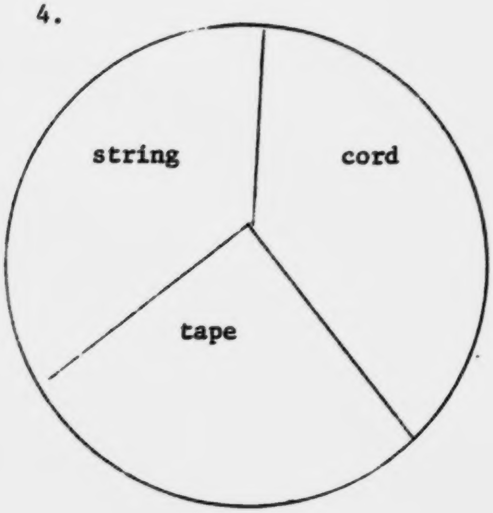
____

3.


bag
carton
box

____

4.


string
cord
tape

____

container	tools
packing materials	
outer wrapping	

MAIN IDEA - ACTIVITY 9

Directions: Choose a topic for each list from the topic box. Write the topic on the line above each list.

Topic Box

School Subjects
Candy Bars
Clothes
Recreation
Work Supplies
Sports
Cities
Names
Animals
Occupations
Vehicles
Games

1. Topic: __________

Chicago
New York
Newark
San Francisco
Philadelphia

2. Topic: __________

car
truck
tractor
moped
motor cycle

3. Topic: __________

Math
Social Studies
English
Health
History

7. Topic: __________

policewoman
secretary
brick layer
janitor
auto mechanic

4. Topic: __________

Monopoly
Trivial Pursuit
Life
Sorry
Chess

5. Topic: __________

sweater
coat
slacks
shirt
jacket

6. Topic: __________

Football
Track
Hockey
Basketball
Baseball

10. Topic: __________

sailing
canoeing
skiing
tennis
surfing

8. Topic: ________

Mars
Clark
Baby Ruth
Three Musketeers
Hershey

9. Topic: ________

Sam
Betty
Gloria
Fred
John

11. Topic: ________

bear
monkey
tiger
panther
lion

12. Topic: ________

nuts
bolts
screws
nails
washers

MAIN IDEA - ACTIVITY 10

Directions: Choose a topic for each list below. Write the topic on the line above each list. Make sure your topic covers all of the words in the list.

1. Topic: ________

rabbit
eggs
chocolate candy
liles
baskets

2. Topic: ________

ants
bees
beetles
cockroaches
mosquitos

3. Topic: ________

waves
sand
lifeguard
raft
shells

4. Topic: ________

Italy
Denmark
Germany
Norway
England

5. Topic: ________

ice cream
peanuts
whipped cream
cherry
marshmellow

6. Topic: ________

Robert
John
Thomas
Samuel
Richard

7. Topic: ________

skiing
snowmobiling
sledding
ice skating
ice hockey

8. Topic: ________

Outdoor Life
People
McCalls
Seventeen
Motor Trend

9. Topic: ________

stove
sink
cupboard
can opener
refrigerator

10. Topic: ________

donut
dog
don't
doing
donkey

11. Topic: ________

earmuffs
hat
gloves
scarf
coat

12. Topic: ________

wheels
horn
brakes
gears
engine

FINDING DETAILS - ACTIVITY 11
Who, What, Where & Why

Directions: Read the short passages carefully. Then answer the detail questions listed below.

1. During the regular employees meeting, Mr. Delmere, the shop foreman, said there would be a change in the break schedule due to a number of complaints.

   Who:
   When:
   What:
   Why:

2. While Leon was running to catch a bus to work early Thursday morning, he found a wallet at the corner of Oak Street and Fifth Avenue.

   Who:
   What:
   When:
   Where:

3. The owner of the Kwik Fold Box Company will visit next Friday at 10:00 a.m. for a meeting with the maintendance workers in the employee's lounge.

   Who:
   What:
   Where:
   When:

4. On February 7, at 11:30 a.m., Doctor Jonesberry will be giving free flu shoots to all employees in the clinic.

   Who:
   When:
   Where:
   What:

FINDING DETAILS - ACTIVITY 12

Read the following paragraph and answer the questions below.

One job you may want is that of a thermal heat-sealer. A thermal heat sealer uses a machine that seals the open end of plastic bags that things are packaged in. The machine that seals the bags is called a heat-shrink packaging machine. A thermal heat-sealer works in a large, noisy factory with many other people working nearby. To want a job like this, you must be able to work well with others. You must also be able to handle the pressure of a noisy factory.

1. What job is this paragraph talking about?

    A. box folder
    B. thermal heat-sealer
    C. packager
    D. factory worker

2. What is the name of the machine that seals the bags? ____________

    ____

3. What kind of environment does a thermal heat-sealer work in?

    A. quiet
    B. crowded and quiet
    C. noisy, large and crowded
    D. cold

4. What does a thermal heat-sealer do?

    A. heat thermal seals
    B. package
    C. melts plastic
    D. seals the open end of plastic bags that things are packaged in.

FINDING DETAILS - ACTIVITY 13

Read the following paragraph and answer the questions below.

When you work with a conveyor belt there are safety rules that you must follow. First of all, keep your hands away from the rollers. You should wear short sleeved shirts or roll up long sleeves. Dangling sleeves can get caught in the rollers and you could get hurt. Long hair should be tied back for the same reason. Also, don't wear loose clothes. While working on a conveyor belt, you should keep your mind on the job. It you are looking around and talking to others, accidents will happen.

1. Why can't you wear loose clothes or have long sleeves while working on a conveyor belt? ______________________________

   ____

2. What is this paragraph about? ______________________________

   ____

3. What is the first rule you must follow? ______________________________

   ____

4. What should you do if you have long hair? ______________________________

   ____

5. While working on the conveyor belt, can you look around and talk to others? Why or why not? ______________________________

   ____

SEQUENCING - ACTIVITY 14

Directions: Read the following paragraph. Look for time clues. Use the time clues to put Lesley Smith's schedule in correct sequence. Number each item as she does it.

Lesley Smith lives outside of town and must get a bus to work. She keeps a tight schedule in the morning. In order to be at work by 9:00, she must catch a bus at 7:40 a.m. Lesley sets her alarm for 6:30 a.m. She puts water on for tea as soon as she gets up. Before she goes to bed at night, Lesley sets the table for breakfast and puts out the tea and cereal. While the water boils, she takes her shower and dresses. She puts her purse and jacket by the door so she can grab them on the way out. Lesley finishes her breakfast by 7:30, puts the dishes in the sink and is ready to leave for work.

A. _____ leaves for work

B. _____ sets table

C. _____ puts water on

D. _____ grabs purse and jacket

E. _____ catches bus

F. _____ showers and dresses

G. _____ arrives at work

H. _____ has breakfast

I. _____ puts purse and jacket by door

J. _____ gets up

SEQUENCING - ACTIVITY 15

Directions: Read the paragraph and number the events in the order that happened. Remember, the way they are written in the story may not be the order in which they happened.

Tom discovered he had lost his wallet. He thought back over where he had been that day. He had his wallet when he bought donuts on the way to work. After work he paid back his friend, Bob, so he still had his wallet then. When he came home from work he changed his clothes in a hurry and went to met some of his friends at Bill's apartment. He didn't remember having his wallet after that. After dinner, he discovered the wallet wasn't in his packet when he was getting ready to go out bowling.

Suddenly he had a good idea of where to find the wallet. He looked in the pockets of the jeans he had worn to work. Sure enough, there was the wallet.

1. _____ Tom bought donuts on the way to work.
2. _____ He found his wallet.
3. _____ He went to Bill's apartment.
4. _____ He thought back over what he had done.
5. _____ He had dinner.
6. _____ He changed his clothes.
7. _____ He paid Bob back.
8. _____ He discovered his wallet was missing.

READING INSTRUCTIONS AND FOLLOWING DIRECTIONS - ACTIVITY 16

Directions: Read the label below and answer the questions that follow.

> FIRE EXTINGUISHER
> Model A-6
> TO OPERATE
>
> Hold upright. Pull pin. Aim nozzle at base of fire. Lift handle. Press lever. Use side to side motion.
>
> SUITABLE FOR USE AT TEMPERATURES FROM 40° F to 120° F.

1. Where should the nozzle be aimed?

   a. to the top of the flame
   b. to the base of the flame
   c. at a distance of 40 feet
   d. in a tilted position

2. The extinguisher should be used at temperatures ranging from:

   a. 120° F to 160° F
   b. 40° F to 100° F
   c. 6° F to 20° F
   d. 40° F to 120° F

3. What do you press down?

   a. the lever
   b. the handle
   c. the pin
   d. the nozzle

4. How should you shoot the spray at the fire?

   a. move it up and down
   b. move it side to side, and up and down
   c. move it side to side
   d. move it in a circular motion

READING INSTRUCTIONS AND FOLLOWING DIRECTIONS - ACTIVITY 17

Jane and Tom didn't have time to pack a lunch for work and they were starving. They needed quarters for the canteen vending machine, and they only had one dime, two nickels, a few pennies and three one dollar bills. Tom saw a machine which said One Dollar Bill and Coin Changer. They read the directions carefully before putting in a dollar bill.

Directions: Read the information they saw on the coin changer and then answer the following questions.

.INSERT BILL AS SHOWN
.IF RETURNED, REINSERT AGAIN OR USE ANOTHER BILL

1. Place into tray face up.
2. Push tray in.
3. Receive change below.

.DOLLAR SECTION EMPTY WHEN RED LIGHT IS FLASHING.

1. If you put in a dollar bill and it is rejected, what should you do?

   a. turn the coin release handle
   b. shake the machine
   c. insert it again
   d. push the tray in again

2. If the red light is flashing what does it tell you?

   a. your bill is no good
   b. you used counterfeit money
   c. the dollar section is empty
   d. the machine is broken

3. According to the directions, how should you insert the bill?

   a. end first
   b. folded
   c. sideways with end up
   d. sideways with face up

4. If you put in three one dollar bills how many quarters should you get back.

   a. 12
   b. 14
   c. 10
   d. 8

5. How long is the break time?

A.	10 minutes	C.	as long as you want
B.	15 minutes	D.	5 minutes

READING INSTRUCTIONS AND FOLLOWING DIRECTIONS - ACTIVITY 18

You have a job as a carton assembler (puts boxes together) and your boss has left you the following note. Answer the questions below the note to see if you can follow the directions in the message.

> While I'm gone I'd like you to put together all of the cartons in section 4. Then stack the cartons on a pallet and move them to storage area 17. After doing this you can take a 10 minute break. Finally, you can put together the large boxes in section 3. Stack them also and move them to area 10.
>
> Thanks,
>
> Robert Dawson,
> Supervisor

1. What should you do first?

   A. nothing
   B. stack boxes
   C. put together the carton in section 4
   D. put together the boxes in section 3

2. Where do you take the boxes from section 3 after you put them together?

   A. section 4
   B. area 10
   C. area 17
   D. section 3

3. Before you take the assembled cartons in section 4 to area 17, what must you do?

   A. nothing
   B. refold the cartons
   C. just move the cartons
   D. stack the cartons

4. When can you take a break?

   A. after you fold the boxes in section 3.
   B. after you move the cartons to storage area 17
   C. after you move the boxes to area 10
   D. never

READING INSTRUCTIONS AND FOLLOWING DIRECTIONS - ACTIVITY 19

Read the directions and answer the questions below.

Packing Fragile Items

1. Separate fragile items from non-breakable things.
2. Take fragile item and wrap in tissue paper.
3. Then get a box for the item.
4. Fill the box 3/4 full with a foam filler.
5. Place the tissue wrapped packaged in the box.
6. Tape up the box and put shipping labels on it.

1. These directions tell you how to:

   A. use tissue paper
   B. fill a box
   C. pack fragile items
   D. use tape on boxes

2. These directions have ________ steps.

   A. 3
   B. 4
   C. 5
   D. 6

3. What should you do first?

   A. get a box for the item
   B. place the tissue wrapped package in the box
   C. wrap fragile item in tissue paper
   D. separate fragile items from non-breakable things

4. How full should you full the box with the foam filler?

   A. 1/2
   B. 3/4
   C. 2/8
   D. 1/4

5. What do you wrap the fragile item in?

   A. tissue paper
   B. a box
   C. tape
   D. foam

FOLLOWING DIRECTIONS - ACTIVITY 20

Directions: Read the passage and then make a list of what you are to bring to work on Monday morning.

You just got a new job working as a noodle press operator in a factory across town. You are to start your new job on Monday. Your new boss gives you your uniform and cap, and tells you to bring them to work with you on Monday. You should also bring a pair of comfortable shoes. The health form from your doctor is not due until Wednesday.

List below what you are to bring to work on Monday:

READING A DIAGRAM - ACTIVITY 21

Directions: Look at the Kwik Fold Box Factory floor plan on the next page to answer the following questions.

1. Which department is number 1 on the diagram? ____________________

2. The shipping department is located near what two departments?

   ____ and

   ____

3. The main entrance opens into the ____________________.

4. If you worked in the stockroom what lounge would you use? ________

   ____

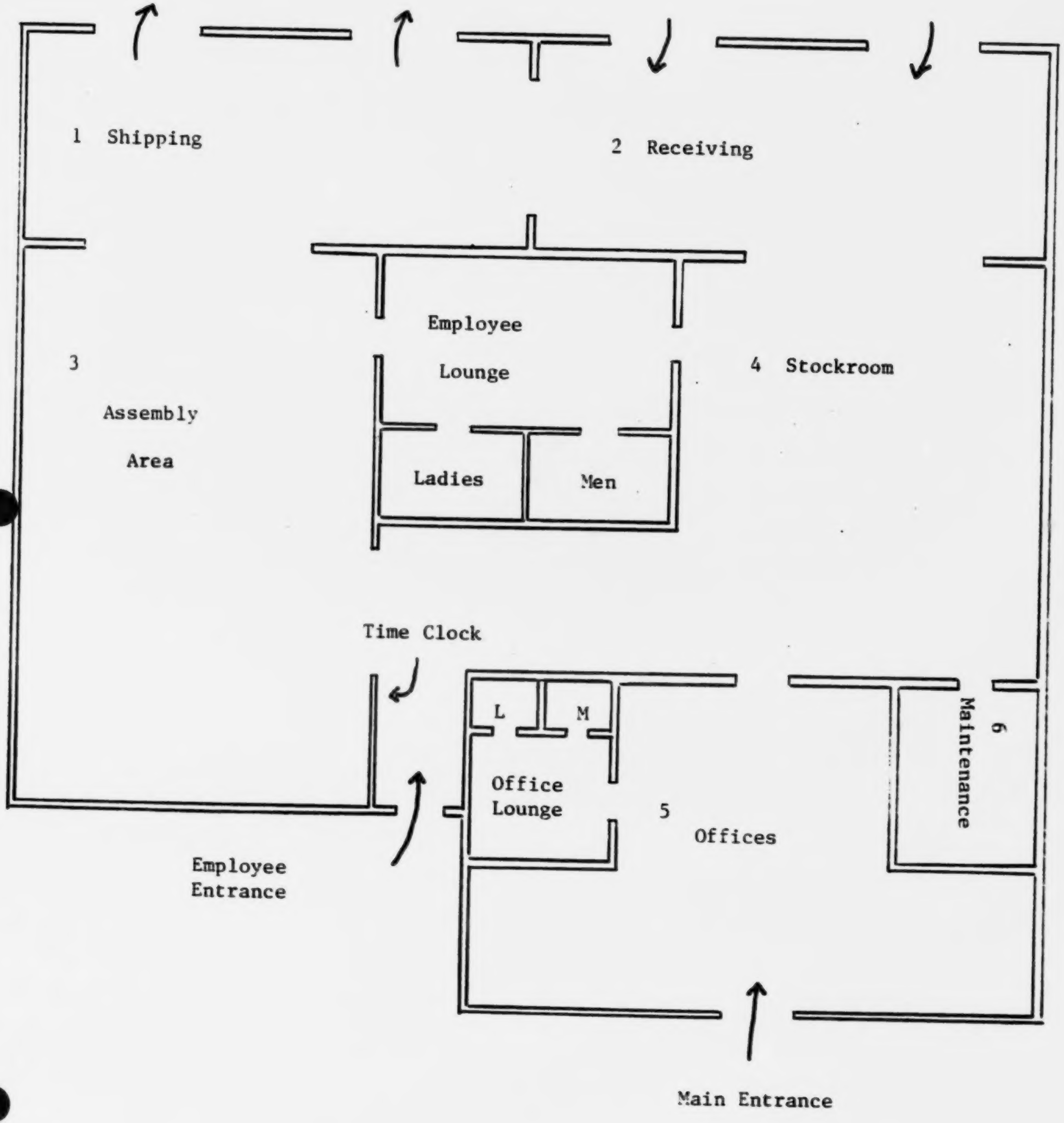
5. Which entrance is near the time clock? ____________________

6. The arrows shown in the receiving department are pointing which way? ____________________

7. In which department would you expect to see workers putting boxes together? ____________________

8. If you were in charge of keeping the factory clean in what area would you keep your supplies? ____________________

KWIK FOLD BOX FACTORY


1 Shipping
2 Receiving
Employee
Lounge
3
Assembly
Area
4 Stockroom
Ladies
Men
Time Clock
L
M
Office
Lounge
5
Offices
6
Maintenance
Employee
Entrance
Main Entrance

ABBREVIATIONS - ACTIVITY 22

The following abbreviations are of words you may see on the job. Match the word to its abbreviation.

1. _____ department
2. _____ male/female
3. _____ manager
4. _____ manufacturer
5. _____ maximum
6. _____ minimum
7. _____ overtime
8. _____ part-time
9. _____ required
10. _____ salary
11. _____ year
12. _____ hour

A. mfr.
B. max.
C. pt.
D. mgr.
E. ot.
F. sal.
G. dept.
H. hr.
I. yr.
J. m/f
K. req.
L. min.

WANT ADS - ACTIVITY 23

Read the following want ad and answer the questions below it.

ASSEMBLY WORK, M/F, must have exp. with industrial chemicals $8.00/hr. - negot. and OT available. Apply at:

DOW Chemical Corp.
2319 Pennsauken Avenue
Camden, N.J.

NO PHONE CALLS.

1. Match the abbreviations in this ad to the word they represent.

_____	M/F	A.	negotiable
_____	exp.	B.	New Jersey
_____	hr.	C.	corporation
_____	negot.	D.	male/female
_____	ot	E.	Avenue
_____	Corp.	F.	hour
_____	Ave.	G.	experience
_____	N.J.	H.	overtime

2. How much will you get paid if you get this job? ______________________________

3. What kind of experience does this ad want? ______________________________

4. Where do you apply for this job? ______________________

5. Can you call this company? ______________________

WANT ADS - ACTIVITY 24

Read the following want ad and answer the questions below.

> Assembly work, M/F, no exp. nec., will train. Must have H.S. diploma. FT or PT work start at $4/hr. Call 845-2121 and ask for Bill.

1. Match the abbreviations in the ad to the word they stand for:

_____ exp.
_____ M/F
_____ nec.
_____ H.S.
_____ FT
_____ PT
_____ hr.

A. necessary
B. full-time
C. experience
D. hour
E. high school
F. male/female
G. part-time

2. How much will you get paid to work at this job? ____________

3. What phone number do you call? Who do you ask for? ____________

____

4. Is the job full-time or part-time work?

____

5. Do you need experience? ____________

FACT OR OPINION - ACTIVITY 25

Read each of the statements below. If a statement is a fact and can be proved, write F. If a statement is an opinion (just what someone thinks) write O.

1. _____ People who are assemblers make a lot of money.

2. _____ Assembly work is boring.

3. _____ Assembly work is hard.

4. _____ Large products are placed on conveyor belts.

5. _____ Assembly workers use their fingers, hands, and arms a lot.

6. _____ Erco Tile Factory is the best place to work.

7. _____ I don't like working in a noisy factory.

8. _____ John makes $5.00 an hour working at the record factory.

9. _____ The factory is noisy because of large record presses that are always running.

10. _____ Some factory jobs are easier than others.

11. _____ I think that you should always wear safety glasses.

12. _____ I don't like my boss.

13. _____ He makes me work too hard.

14. _____ Yesterday, I had to put together 150 boxes.

15. _____ I deserve to get a raise!

FACT OR OPINION - ACTIVITY 26

Read each paragraph and decide if it is mostly facts or someone's opinion. If it is mostly opinions, write opinion. If it is mostly facts, write fact.

1. _____ Bill works at the McMillan Book Factory. He works from 9 a.m. to 6 p.m. He gets one hour off for lunch. Bill's job is to pack books in boxes. Bill must pack a box, seal it and then take it to the shipping department.

2. _____ Bill hates his job. He works too many hours and it is hard work. No one else that works at the book company works as hard as he does! He wants a raise, but he doesn't think he'll get one because his boss is mean.

3.* _____ Assemblers work a 35 to 40 hour week. They get extra pay for overtime hours. The benefits include paid vacations and holidays, medical coverage, and retirement benefits.

*Printed from: Careers, Inc., P. O. Box 135, Largo, Florida 34294-0135, Revised 1983, G-8.

ANSWER KEY - ASSEMBLERS

ACTIVITY 1 - VOCABULARY STAIRWAY

OPEN
YIELD
DANGER
CAUTION
ENTRANCE
FLAMMABLE
EXPLOSIVES

women

telephone

ACTIVITY 2 - PHRASE STAIRWAY

ONE■WAY
KEEP■OFF
FIRST■AID
LIVE■WIRES
FIRE■ESCAPE
OUT■OF■ORDER
USE■CROSSWALK

stop motor

no stopping

this end up

ACTIVITY 3 - WORD HUNT

E	D	L	E	D	G	E	N	T	L	E	M	E	N	H
N	M	S	N	O	A	D	M	I	T	T	A	N	C	E
T	T	P	U	L	L	N	T	E	R	S	W	T	A	R
R	H	I	L	N	D	D	G	E	L	L	I	E	R	E
A	I	N	C	O	L	N	A	E	X	I	T	L	O	S
N	S	S	Y	E	Y	V	S	A	R	I	I	E	L	T
C	E	F	I	R	E	E	S	C	A	P	E	P	C	R
E	N	Y	N	W	O	O	E	R	L	L	M	H	L	O
U	D	L	A	D	I	E	S	S	W	D	G	O	O	O
F	U	F	W	I	O	A	U	O	O	T	H	N	S	M
A	P	U	S	H	Y	W	L	D	R	N	I	E	E	U
H	R	R	X	Z	T	S	N	R	O	L	L	Z	D	S
A	W	E	T	P	A	I	N	T	L	E	S	Y	P	T

ALPHABETIZING: EXTRA CREDIT

closed
danger
down
employees only
entrance
exit
fire escape
gentlemen
ladies
no admittance
pull
push
restroom
slow
telephone
this end up
wet paint
yield

ACTIVITY 4 - CONTEXT CLUES

products
assembled
together
they
off
passed
for
made
few
paint
are
by

ACTIVITY 5 - ALPHABETIZING

1. 5
2
3
1
4

2. 1
4
2
3
5

3. 4
5
3
1
2

4. 4
3
2
1
5

5. 3
2
1
5
4

6. 5
2
4
3
1

ACTIVITY 6 - Reading Signs

1. Hands off

2. Danger

3. Department of Employment

4. EXIT

5. Smoking Prohibited

6. - No -
Trespassing

7. FIRST AID

ACTIVITY 7 - CLASSIFICATION

1. hammer
2. screwdriver
3. sunglasses
4. lazy
5. yield
6. explosives
7. employee
8. movie star
9. wet paint
10. restrooms
11. office
12. September

ACTIVITY 8 - CATEGORIZING

1. tools
2. packing materials
3. containers
4. outer wrapping

ACTIVITY 9 - MAIN IDEA

1. cities
2. vehicles
3. school subjects
4. games
5. clothes
6. sports
7. occupations
8. candy bars
9. names
10. recreation
11. animals
12. work supplies

ACTIVITY 10 - MAIN IDEA

1. Easter
2. insects
3. ocean
4. countries
5. sundaes
6. names of men
(boys)
7. winter sports
8. magazines
9. kitchen things
10. words beginning in do
11. winter outdoor clothes
12. parts of a car

ACTIVITY 11 - FINDING DETAILS

1. Who: Mr. Delmere, shop foreman
   When: regular employees' meeting
   What: change in break schedule
   Why: number of complaints

2. Who: Leon
   What: found a wallet
   When: early Tuesday morning
   Where: corner of Oak Street and Fifth Avenue

3. Who: owner of Kwik Fold Box Co.
   What: meeting with maintenance workers
   Where: in the employee's lounge
   When: Friday at 10:00 a.m.

4. Who: Dr. Jonesberry
   When: February 7, at 11:30 a.m.
   Where: the clinic
   What: free flu shots

ACTIVITY 12 - FINDING DETAILS

1. B
2. heat-shrink packaging machine
3. C
4. D

ACTIVITY 13 - FINDING DETAILS

1. clothing and sleeves can get caught in the rollers
2. safety rules for working on a conveyor belt
3. keep hands away from rollers
4. tie it back
5. No, accident could happen

ACTIVITY 14 - SEQUENCING

A. 8
B. 1
C. 3
D. 7
E. 9
F. 4
G. 10
H. 6
I. 5
J. 2

ACTIVITY 15 - SEQUENCING

1. 3
2. 8
3. 6
4. 2
5. 7
6. 5
7. 4
8. 1

ACTIVITY 16 - FOLLOWING DIRECTIONS

1. b
2. d
3. a
4. c

ACTIVITY 17 - FOLLOWING DIRECTIONS

1. c
2. c
3. d
4. a

ACTIVITY 18 - FOLLOWING DIRECTIONS

1. c
2. b
3. d
4. b
5. a

ACTIVITY 19 - FOLLOWING DIRECTIONS

1. c
2. d
3. d
4. b
5. a

ACTIVITY 20 - FOLLOWING DIRECTIONS

uniform, cap and comfortable shoes

ACTIVITY 21 - UNDERSTANDING A DIAGRAM

1. shipping
2. assembly area & receiving
3. offices
4. employees
5. employees
6. into the building
7. assembly area
8. maintenance

ACTIVITY 22 - ABBREVIATIONS

1. G
2. J
3. D
4. A
5. B
6. L
7. E
8. C
9. K
10. F
11. I
12. H

ACTIVITY 23 - WANT ADS

1. D
   G
   F
   A
   H
   C
   E
   B
2. $8.00 per hour
3. experience with industrial chemicals
4. DOW Chemical Corp.
   2319 Pennsauken Avenue
   Camden, NJ
5. No

ACTIVITY 24 - WANT ADS

1. C
   F
   A
   E
   B
   G
   D
2. $4.00 per hour
3. call 845-2121
4. FT or PT
5. No

ACTIVITY 25 - FACT OR OPINION

1. O
2. O
3. O
4. F
5. F
6. O
7. O
8. F
9. F
10. O
11. O
12. O
13. O
14. F

ACTIVITY 26 - FACT OR OPINION

1. F
2. O
3. F

BIBLIOGRAPHY

A Curriculum Guide For Trainable Mentally Retarded Children, Duquesne University Staff, Mafex Associates, Inc., PA.

Careers, Inc., P. O. Box 135, Largo, Florida 34294-0135, Revised 1983.

Mechanical Assembly, Board of Cooperative Educational Services of Nassau County, Division of Occupational Education, Division of Special Education, Westbury, New York.

Packaging, Board of Cooperative Educational Services of Nassau County, Division of Occupational Education, Division of Special Education, Westbury, New York.

Wood Products Assembly, Board of Cooperative Educational Services of Nassau County, Division of Occupational Education, Division of Special Education, Westbury, New York.

TRADE RELATED READING PACKET
FOR
DISABLED READERS

BAKING PACKET

The following skills will be stressed in this packet:

- Bakery Forms
- Context Clues
- Details
- Main Idea
- Reading Ads
- Reading Charts
- Reading Directions
- Using the Phone Book

BAKING VOCABULARY

The following new words will be used in this packet. Read the words and their meanings so when you see them again, they will be familiar to you. Remember, any underlined word in the packet can be found in this vocabulary list.

carbohydrate (kär′bə hī′drāt) - food group made up of starches and sugars

category (kat′ə gôr′ē) - things put into a group because of their similarities

cholesterol (kə les′ tə rōl′) - fat deposits in the blood, caused by eating too many dairy products

commercial (kə mur′ shəl) - having to do with a business, store, industry, etc.

consumer (kən so͞o′mər) - customer, a person who buys things

distributor (dis trib′yoo tər) - a worker for a company who delivers goods to consumers or other businesses; a dealer

effectiveness (ə fek′tiv nes) - producing a desired result, useful

function (funk′shən) - what something does, its job or duty

ingredient (in grē′dē ənt) - any of the things that are used in a recipe; salt, butter, etc.

organism (ôr′gə niz′m) - animal or plant, a living thing

proof (pro͞of) - letting yeast dough rise by setting it in a warm moist place

protein (prō′tēn) - can be found in meat products, gives the body energy

quiche (kēsh) - a kind of pie made with cheese, bacon, etc. and served hot

retail (rē′tāl) - sale of small amounts of goods to customer

sacrifice (sak′rə fīs) - to give up something

scald (skôld) - to heat almost to boiling

yeast (yēst) - used in baking to make dough rise

CONTEXT CLUES - ACTIVITY 1

Read each sentence, and from the box at the bottom on the page, find a synonym for the underlined vocabulary word in the sentence. A synonym is a word that has the same or nearly the same meaning as another word.

1. You cannot put milk into the same category as fruit.
2. I think scalded milk smells funny.
3. Dan put the bacon quiche in the oven an hour ago.
4. Cover the dough and it will proof soon.
5. Some people think that you can make a lot of money by working for a commercial bakery.
6. The "No Name" brand distributor will be bringing the cookies and crackers to Acme.
7. A baker who is rude and nasty will drive the consumers away, no matter how good his/her pies and cakes are.
8. A person who has a diet high in carbohydrates may gain weight.
9. Yeast is an organism.
10. If a baker uses margarine instead of butter, he/she will sacrifice good taste for low price.

animal or plant
boiled
customers
dealer
give up
group
industrial
pie
rise
starches

CONTEXT CLUES - ACTIVITY 2

Read the following paragraph and from the box at the bottom of the page fill in the missing words.

After graduating from a baking program, Darlene Johnson was able to get a loan to open a small ______________ bakery. Darlene found a ______________ who agreed to deliver ______________ and other baking ______________ to her shop. Darlene decided that if her business was going to be ______________, she would have to please the ______________. In her ______________ bakery, Darlene has made it clear to the customer that she will not ______________ her quality goods for cheaper substitutes. Her shop has become a success, two of her best selling items are her shrimp and bacon ______________.

commercial
consumer
distributor
effective
ingredients
quiches
retail
sacrifice
yeast

CONTEXT CLUES - ACTIVITY 3

Read the following paragraph and from the box at the bottom of the page fill in the missing words.

Breads and other baked goods are foods with high amounts of ______________, but not ______________. The main ______________ of proteins (which are found in meat products) is to provide energy. Some dairy products that may be high protein foods can cause a high ______________ level in your blood. With all the problems that different foods cause many people wonder how to eat a balanced diet without ______________ their health? The answer is in the ______________ you use. A recipe will not lose its ______________ if a high cholesterol cheese is substituted for one with less fat.

carbohydrates
cholesterol
effectiveness
function
ingredients
proteins
sacrificing

MAIN IDEA - ACTIVITY 1

Read the following paragraph and answer the questions below. Remember, the main idea is what the whole paragraph is all about.

* Yeast breads are made by a process in which yeast, a one-cell plant, feeds on simple sugars and changes them to carbon dioxide, water, and alcohol. The sugar necessary for the action of the yeast comes from the flour itself which contains about 1 percent sugar. The process requires time, and results in a doubling in bulk of the dough. The time allowed for this process to occur is called proofing.

1. This paragraph is about:

   A. The sugar in yeast breads
   B. How yeast breads are made
   C. What proofing is
   D. The process in making yeast breads

2. Which sentence states the main idea?

   A. First sentence
   B. Second sentence
   C. Third sentence
   D. Fourth sentence

---

* Printed from Breads, Soups & Sandwiches, Geraline B. Hardwick and Robert L. Kennedy, CBI Publishing Co., Inc. Boston, 1978, p. 3.

MAIN IDEA - ACTIVITY 2

Read the following paragraph and answer the questions below. Remember, the main idea is what the whole paragraph is all about.

* Since yeast is a living organism, it needs to be treated with care. Fresh yeast must be refrigerated, but do not try to keep it too long. In good condition, fresh yeast breaks somewhat crisply; you can cut off a smooth slice. Dry yeast keeps much longer. The packets you buy are dated, and if stored in foil wrappers in a cool, dry place, well protected from air, the yeast will be good for use at least as long as the date shows. Stored at too high temperatures, it will lose some of its effectiveness and the dough it is used in will rise slowly and not as much as it should.

1. What is the main idea of this paragraph?

   A. Storing dry yeast packets is simple.
   B. Dry and fresh yeast must be stored properly to keep its effectiveness.
   C. Yeast stored at too high temperatures will lose some of its effectiveness.
   D. Yeast is a living organism.

2. What would be a good title for this paragraph?

   A. Yeast
   B. Dry and Fresh Yeast
   C. Care and Storage of Yeast
   D. Storing Dry Yeast

3. Is this main idea stated or unstated? (Remember, a stated main idea can be found in one of the sentences. Unstated main ideas are not written in the paragraph, you must figure them out from the clues in the sentences.) If the main idea is stated, which sentence is it in?

* Printed from Secrets of Better Cooking, The Reader's Digest Association, Inc. Pleasantville, 1973, p. 474.

MAIN IDEA - ACTIVITY 3

Read the following selection and answer the questions below. Remember, the main idea is what the whole story is all about.

* Starches and sugars makeup the food group known as carbohydrates. There are smaller amounts of carbohydrates in fruits, vegetables and milk. The major portion of carbohydrates come from bread and other baked goods, cereals, rice, macaroni and highly sweetened foods.

Sugar, a pure carbohydrate, is our poorest food, containing only its energy value and no proteins, vitamins or minerals at all. Sugar supplies us only with calories, and we usually obtain enough of these from other, more nutritious foods, so we cannot afford to overindulge in highly sweetened items.

1. What is the main idea of the second paragraph?
   A. Starches and sugars are in the carbohydrate food group.
   B. Carbohydrates come from breads.
   C. Sugar is our poorest food, it has no vitamins or minerals.
   D. Sugar is a pure carbohydrate.
2. Where is the main idea of the first paragraph?
   A. First sentence
   B. Second sentence
   C. Third sentence
3. What is the whole selection all about?
   A. Breads and fruits
   B. Carbohydrates
   C. Sugar vs. vitamins
   D. Starches
4. Make up your own title for this selection and write it on your paper.

* Printed from Secrets of Better Cooking, The Reader's Digest Association, Inc., Pleasantville, 1973, p. 3.

MAIN IDEA - ACTIVITY 4

Read the following paragraph and answer the main idea questions below it. Remember, the main idea is what the whole paragraph is all about.

When mixing bread or pastry dough, if you spill some, be sure to clean up your mess right away. Be careful when using a mixing machine, pay attention to your work at all times. If you are not exactly sure how to use a mixing machine or any large piece of equipment, get help. Clean the machine when you are done with it.

1. Is the main idea of this paragrpah stated in the paragraph or is it unstated? (If the main idea is unstated, you must look at the sentences and get clues as to what the paragraph is all about).

2. What is this paragraph all about?

   A. Mixing bread
   B. Using large equipment
   C. Safety rules when mixing breads
   D. Cleaning up messes

3. Write a good title for this paragraph on your paper.

DETAILS - ACTIVITY 1

Read the following selection and answer the questions below. Keep in mind that details answer the questions, who, what, when, where, how and why.

BREAD-CEREAL GROUP

* Foods in this group give worthwhile amounts of protein, iron, several of the B vitamins and food energy. All breads and cereals are included.

Choose 4 servings or more daily. Or, if no cereals are chosen, have an extra serving of breads or baked groups, which will make at least 5 servings from this group daily.

Count as 1 serving: 1 slice of bread, 1 ounce ready-to-eat cereal; 1/2 to 3/4 cup hot cereal, cornmeal, grits, macaroni, noddles, rice or spaghetti.

1. How many servings from the bread and cereal group should you have each day?

   A. 2 servings
   B. 3 servings
   C. 4 or more servings
   D. As many as you want

2. What is included in this food group?

   A. Breads
   B. Vitamins
   C. Cereals
   D. Breads and cereals

3. What can you count as one serving?

   A. 1 slice of bread
   B. 1 ounce of cereal
   C. 1/2 to 3/4 cup hot cereal, cornmeal, grits, macaroni, noodles, rice, or spaghetti
   D. A or B or C

---

* Printed from Secrets of Better Cooking, The Reader's Digest Association, Inc., Pleasantville, 1973, p. 10.

DETAILS - ACTIVITY 2

Read the following selection and answer the questions below.

* The first commercially baked bread in the United States was baked in 1640. During the Civil War, the Capitol in Washington was used as a bakery, with ovens set up under the Senate wing to bake bread daily for the Union Army. Up to 1910, about 95 per cent of this country's bread was home baked. Today, the opposite is true - 95 per cent of all bread is commercially baked. The Federal Trade Commission says that American people eat some 15 billion pounds of bread yearly. Of this amount, white bread accounts for about 70 per cent.

The growth of the doughnut business would not be what it is today if it had not been for the American people. The Salvation Army gave out free doughnuts during World War I, and that was responsible for increasing their popularity.

The baking industry is big business. There are about 25,000 bakery plants, employing more than 325,000 people and making over 42 million loaves of bread per day, in addition to all other forms of baked goods. Sales total about $7,600.00 million each year. The industry ranks third in the food field, behind meat and dairy products. It ranks first in the number of factories, in the use of cars and trucks (100,000), and in the number of people employed in the food business.

The baked goods department is the largest food unit, other than groceries, in the supermarket. Because of the wide variety of items purchased, baking companies are the farmer's largest customer.

1. Who was bread baked for daily, during the Civil War?

2. What happened that was responsible for increasing the popularity of doughnuts?

3. When was the first commercially baked bread baked in the U.S.?

4. During the Civil War, where was the bread being baked for the Union Army?

5. How many bakery plants are there and how many people do they employ?

6. Why are baking companies the farmer's largest customer?

7. How much bread is commercially baked today?

* Printed from: Your Future In The Bakery Industry, Desmond H. O'Connell, ARCO Publishing Company, Inc., New York, 1971, p. 12.

DETAILS - ACTIVITY 3

Read the following selection and answer the questions below it.

* Nearly 60 per cent of all industrial bakeries and the same amount of the industry's employees are now in nine states (New York, Pennsylvania, California, Illinois, Ohio, Massachusetts, New Jersey, Michigan, and Texas.) Yet, there are bakeries in all areas, no matter how small. As a general rule they may be classified into these seven main categories:

1. Bakeries selling mainly to grocery stores
2. Bakeries selling to hotels, restaurants, and schools
3. Cracker and cookie bakeries
4. Multiple-store retail bakeries selling directly to the consumer
5. Individual retail bakeries selling directly to the consumer
6. Home-service bakeries that deliver products to the consumer's home
7. Bakeries operated by grocery chains

All baking companies do not fit only one of these categories. Most large companies combine many of them.

1. What states have 60% of all industrial bakeries?

2. How many categories can bakeries be classified into?

3. At which of the categories listed could you go to buy fresh home made donuts, pastries, cakes, pies, and bread?

   A. Category #1
   B. Category #2 and #4
   C. Category #4 and #5
   D. Category #5

---

* Printed from: Your Future in the Bakery Industry, Desmond H. O'Connell, ARCO Publishing Company, Inc., New York, 1971, p. 13.

READING ADS - ACTIVITY 1

Read the ad on the next page and answer the following questions.

1. What company makes this product?

2. Is this product real butter? If not, then what is it?

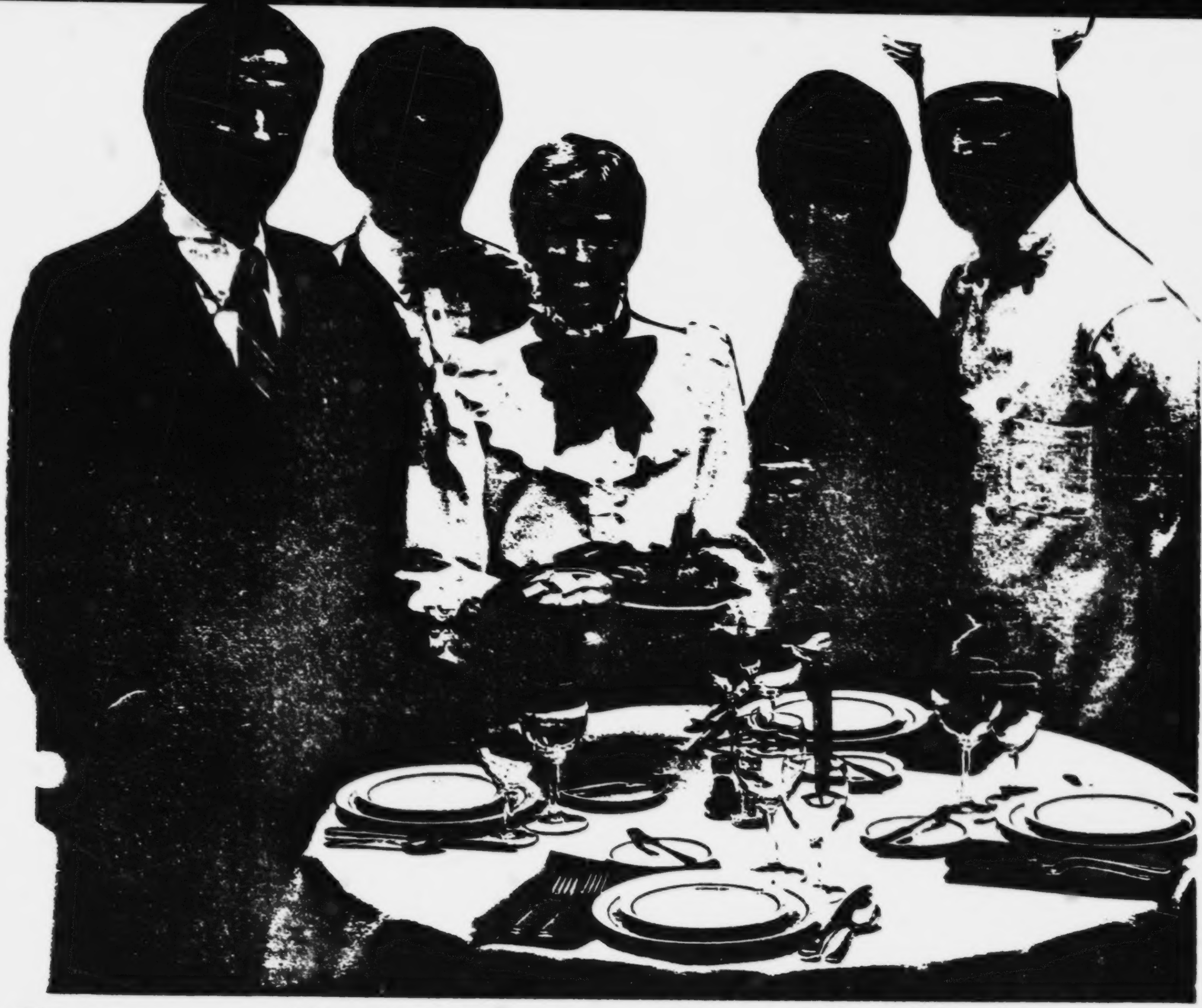
3. Does this product have any butter in it? What make you think it has butter in it?

4. If you want information about Buttery Blend, who can you call and what number should you dial?

5. Can you get a free sample?

6. How much money does the Filbert company say you will save by using Buttery Blend instead of butter?

7. Do you think that if you ran a bake shop that you would buy Buttery Blend instead of butter? Explain your answer.



Put yourself in the Buttery Blend profit picture. Call 1-800-638-4656.

Fact is, you can save 80¢ a pound and more*, using Buttery Blend instead of butter. Without sacrificing quality. Buttery Blend is so much like butter, you can serve it up front. With no apologies. No complaints. It tastes, looks and spreads—even works—like butter. Yet this non-butter spread has no butterfat or cholesterol. In addition to our new Portion Cups, Buttery Blend is ready to serve you—and save you money—in Prints, Whipped, Reddies, Chips and Cubes. Call Chris Whaley at 1-800-638-4656 for your free sampling of Buttery Blend.

Buttery Blend. First, best and spreading fast.

Mrs Filberts

J. H. Filbert, Inc.
56 3701 Southwestern Blvd., Baltimore, MD 21229
1-800-638-4656 or 1-301-644-4900

©1983 J. H. Filbert, Inc., Food Service Division.

*Based on typical distributor selling prices of Buttery Blend and butter.

For information circle 67 Or call toll-free 1-800-447-4700, Ext. 167

MEMBER

BEST COPY AVAILABLE

READING ADS - ACTIVITY 2

Skim the ad on the next page and answer the questions below.

1. What is this ad trying to sell?

2. What is the name and address of the company that makes this product?

3. List and label as F or O any three facts or opinions that the ad gives to make you want to buy their mixer. (Facts you can prove, opinions are just what someone thinks.)

HOBART MIXERS VERSUS THE COMPETITION.

A LOOK INSIDE SHOWS THE QUALITY DIFFERENCE.

Quality design and durable construction make Hobart the mixer of choice.

Downtime costs money. And hassles. And headaches. That's why Hobart quality pays off. Because Hobart's rugged design and solid construction give completely dependable performance, even in the most demanding applications. Compare Hobart . . . and choose quality.

Hobart mixers . . . from 5 to 140 quarts, all with a wide range of accessories.

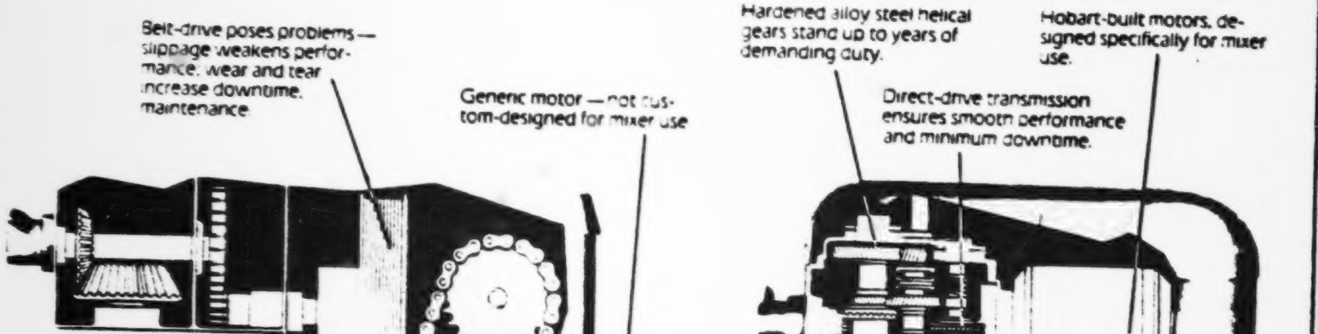
Whatever the size of your needs, Hobart builds a mixer to match them. And whatever mixer you choose, you get remarkable versatility — with handy attachments it's also a slicer, dicer, shredder, grater, grinder, and chopper. For full details, contact your Hobart representative, or write Hobart Corporation, World Headquarters, Troy, Ohio 45374.

No doubt about it.

HOBART

FOOD EQUIPMENT

Official Sponsor of the 1984 U.S. Culinary Team


Belt-drive poses problems — slippage weakens performance; wear and tear increase downtime, maintenance
Generic motor — not custom-designed for mixer use
Hardened alloy steel helical gears stand up to years of demanding duty.
Direct-drive transmission ensures smooth performance and minimum downtime.
Hobart-built motors, designed specifically for mixer use.
COMPETITIVE MIXER
HOBART MIXER

BEST COPY AVAILABLE

READING ADS - ACTIVITY 3

Read the ad on the next page and answer the questions below.

1. What company makes this product?

   A. Nabisco
   B. Sunshine
   C. Safeway
   D. K Mart

2. What is the phone number of this company?

   A. (609) 445-1981
   B. 881-1000
   C. (201) 254-2000
   D. (201) 255-2000

3. What does this baking company make?

   A. Cakes and pies
   B. Crackers and cookies
   C. Cookies
   D. Crackers and tastycakes

4. What ingredient does Sunshine use 100% of in all their baked goods?

   A. Vegetable shortening
   B. Sugar
   C. Monosodium glutimate
   D. Flour

5. What are the brand names of some of the Sunshine crackers and cookies?

   A. Ritz, Wheathins, Doreetos
   B. Cheez-it, Tastycake, Twinkies
   C. Ring Dings, Krispy Saltines, OTC Crackers
   D. Cheez-it, Krispy Saltines, Cafe

BAKED WITH 100% VEGETABLE SHORTENING

Don't settle for less.

Today, more than ever, American consumers are increasingly aware of the foods they eat and of the ingredients they contain. That's why the blue circle on all Sunshine products which proudly proclaims "Baked with 100% vegetable shortening" is so important to food service operators.

You get 100% customer satisfaction from the assortment and taste of Sunshine crackers and cookies. Krispy Saltines, Cafe Crackers, Cheez-It, Wheat Wafers, Chip-A-Roos, Vanilla Wafers and many other varieties are available in portion packs or economical bulk packs to meet your particular needs.

And Sunshine quality ingredients, appetizing appearance and great taste appeal are your assurance that your customers will keep coming back for more. Call your Sunshine distributor today to see the Sunshine difference.

Sunshine®

Sunshine Biscuits, Inc., Foodservice Division
P.O. Box 7, Sayreville, NJ 08872 201-254-2000

Sunshine bakes the difference with 100% vegetable shortening and other quality ingredients.

CHEEZ-IT
CAFE
CAFE
CAFE

BEST COPY AVAILABLE

Reading Directions - Activity 1

Read the directions on the next page and answer the questions below.

1. What do these directions show you how to make?

   A. Bread Dough
   B. Fancy Bread
   C. Two Braided Bread
   D. Braided Bread

2. How many steps are there in these directions?

   A. 4
   B. 5
   C. 6
   D. 7

3. What is the first thing these directions tell you to do?

   A. Cut dough in two.
   B. Roll out.
   C. Cross the two strips.
   D. Fold over strip four and strip two.

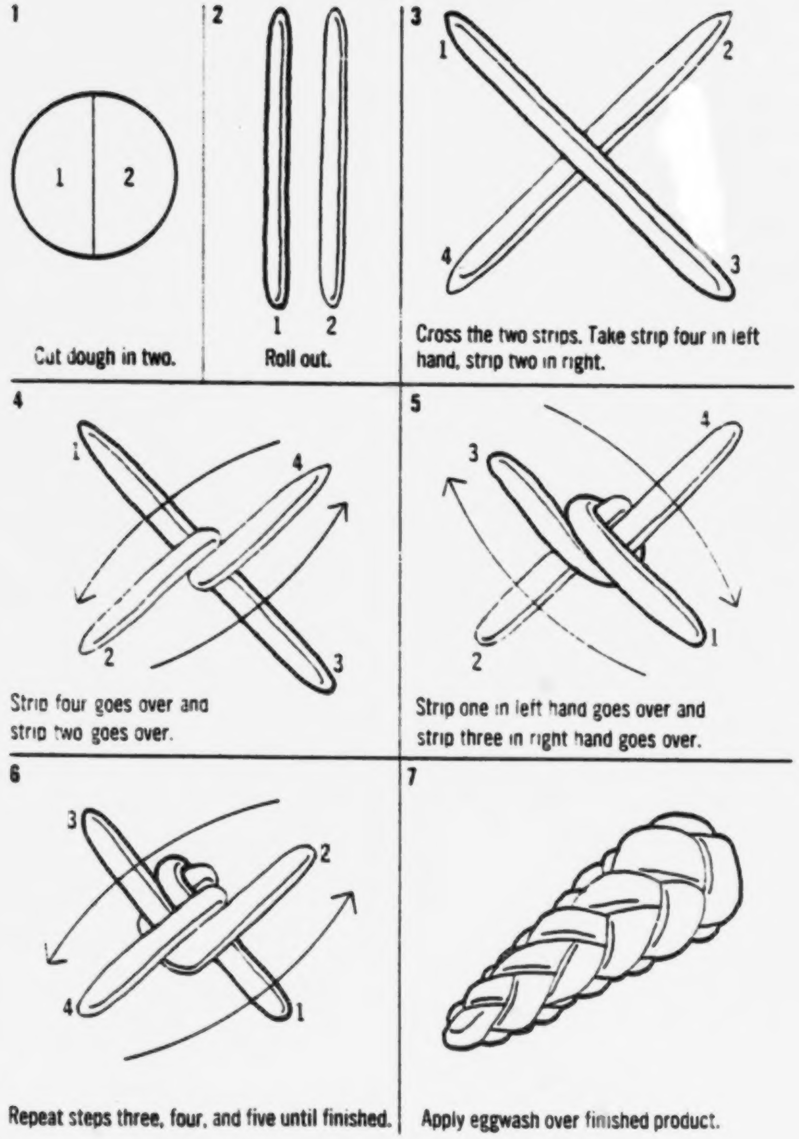
4. What do you do right after you roll out?

   A. Cut dough in two.
   B. Apply eggwash over product.
   C. Cross the two strips, taking strip four in one hand and strip two in the other.
   D. Repeat steps three, four and five.

5. What do you do last?

   A. Repeat steps #3, 4 and 5.
   B. Keep folding strips over each other.
   C. Cut dough.
   D. Apply eggwash over product.

Steps For Making Two-Braided Bread



1 Cut dough in two.

2 Roll out.

3 Cross the two strips. Take strip four in left hand, strip two in right.

4 Strip four goes over and strip two goes over.

5 Strip one in left hand goes over and strip three in right hand goes over.

6 Repeat steps three, four, and five until finished.

7 Apply eggwash over finished product.

Printed from: The Baker's Manual for Quantity Baking and Pastry Making, Joseph Amendola, Hayden Book Company, New Rochelle, New Jersey, 1972, p. 21.

READING DIRECTIONS - ACTIVITY 2

Read the directions on the next page and answer the questions below.

1. What do these directions show you how to make?

2. How many steps do these directions have?

3. These directions show 5 things you need to make the alligator. What are they?

4. What does step #2 tell you to do?

5. What do you do right after you form the body and leg prices of the alligator?

   A. Cut it.
   B. Finish the alligator.
   C. Put the alligator together.
   D. Cut off two slices.

6. What do you use for the eyes?

   A. extra dough
   B. raisins
   C. chocolate jimmys
   D. pop corn

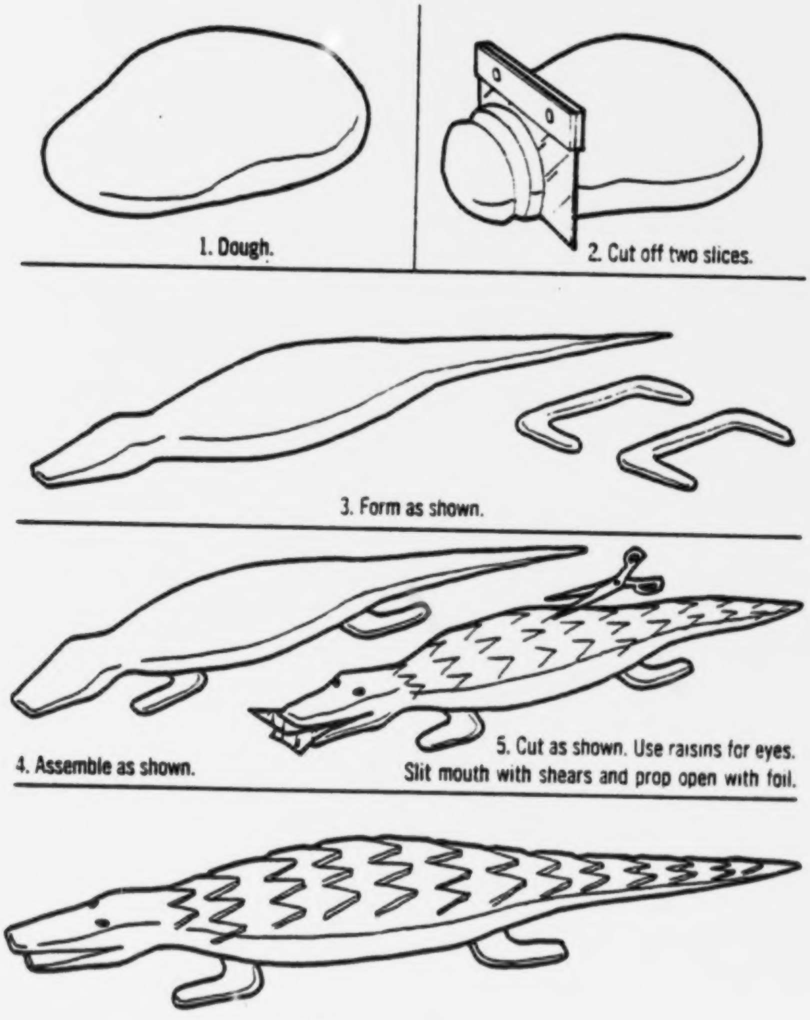
7. How do you get the smooth bread dough to look like an alligator's back with scales on it?

   A. Use a knife.
   B. Use your fingers.
   C. Paint it.
   D. Use scissors.

8. In step #4, the word assemble is used. What does assemble mean?

   A. Put together.
   B. Take apart.
   C. Wait.
   D. Do it again.

Bread Alligator



1. Dough.

2. Cut off two slices.

3. Form as shown.

4. Assemble as shown.

5. Cut as shown. Use raisins for eyes. Slit mouth with shears and prop open with foil.

6. Finished bread Alligator.

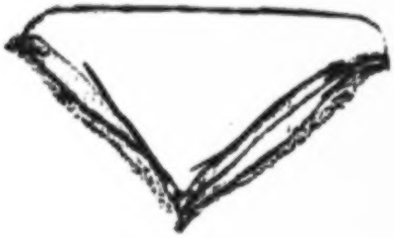
Printed from: The Baker's Manual for Quantity Baking and Pastry Making, Joseph Amendola, Hayden Book Company, New Rochelle, New Jersey, 1972, p. 30.

READING DIRECTIONS - ACTIVITY 3

Read the following recipe and answer the questions below.

* Turnovers

1. Roll out Puff Paste dough 1/8 in. thick. Cut into 5 in. squares.
2. Wash top of squares with water; fold cornerwise to form triangle. (Filling may be put into these turnovers before folding or they may be baked without filling.)
3. Allow to stand about 30 min.
4. Bake at 375° F. for 20 to 25 min.
5. If baked without filing, turnovers may be split with a knife and filled with a variety of fruit fillings.



1. What does this recipe make?

2. How thick should you roll out the dough to make the turnovers?

3. What size and shape is the dough cut in?

4. How long do you let the folded turnovers set before you bake them?

5. At what temperature do you bake the turnovers, and for how long?

6. If you bake the turnovers without a filling, can you still put filling in later? If so, how?

---

* Printed from The Professional Chef, LeRoi A. Folsom, B.S., Editor, Institution, Volume Feeding Magazine, Boston, 1974, p. 405.

READING DIRECTIONS - ACTIVITY 4

Reading a recipe is an important part of baking. A recipe usually has two sections; first the ingredients or things needed to follow the recipe and the directions or steps in the recipe.

Read the following recipe and answer the following questions.

Nancy's Quiche

9" uncooked pie crust
1 c heavy cream
6 eggs
1/4 c flour
1 c Swiss cheese, chopped
1 onion, chopped
1 c bacon bits
1/2 c mushrooms, sliced
1/4 tsp. salt
1/4 tsp. pepper
1/4 tsp nutmeg

Preheat oven to 375°F.

Cook bacon, break up bacon into small pieces and spread evenly in pie crust. Slice mushrooms and spread in pie crust. Set aside.

Blend cream, eggs, flour, and spices. Chop onion, Swiss cheese, and blend into cream mix. Pour into 9" pie crust and bake in 375°F oven for 1 hour or until knife comes out clean.

Makes 6 servings.

1. What will this recipe make?

2. At what temperature do you have to preheat the oven?

3. How long do you bake the quiche?

4. What ingredients do you need to make the quiche?

5. What is the second thing you do to make this quiche?

6. How many servings will this recipe make?

READING CHARTS - ACTIVITY 1

Skim over the chart on the following page and answer the questions below.

1. What is the title of this chart?

   A. Weight In Grams
   B. Calorie Counter
   C. Bread, Flour, Cereals
   D. Eggs

2. Look at the category "Eggs" and find the food "scrambled with butter." How many calories is one scrambled egg?

   A. 180
   B. 65
   C. 80
   D. 95

3. Find "rye bread." How much (in grams) does one slice weigh?

   A. 25
   B. 50
   C. 100
   D. 10

4. Which way to prepare eggs has the highest calories?

   A. Boiled
   B. Whole raw
   C. Scrambled with butter

5. Which cereal has the lowest calories?

   A. Cold oat cereal
   B. Cold wheat cereal
   C. Cooked oatmeal
   D. Cold corn cereal

6. How many calories would you have consumed if you went to breakfast and ate 6 pancakes?

   A. 60
   B. 120
   C. 360
   D. 600

7. If you were dieting, would you eat waffles for breakfast? Why or why not?

CALORIE COUNTER

	FOOD	AMOUNT	WEIGHT IN GRAMS	CALORIES
Eggs	cooked, boiled	1 egg	50	80
	raw, whole	1 egg	50	80
	white only	1 white	33	15
	yolk only	1 yolk	17	65
	scrambled with butter	1 egg	64	95
Bread, flour, cereals	Boston brown bread	1 slice	45	95
	cracked-wheat bread	1 slice	25	65
	French bread	1-pound loaf	454	1,315
	Italian bread	1-pound loaf	454	1,250
	rye bread	1 slice	25	60
	white bread	1 slice	25	70
	whole-wheat bread	1 slice	28	65
	bread crumbs, dry	1 cup	100	390
	biscuits	1 biscuit	28	105
	graham crackers	4 small crackers	14	55
	muffins, plain	1 muffin	40	120
	pancakes	1 pancake	27	60
	rolls, nonsweet	1 roll	35	120
	rolls, sweet	1 roll	43	135
	rye wafers	2 wafers	13	45
	saltines	4 crackers	11	50
	waffles	1 waffle	75	210
	barley, uncooked	1 cup	200	700
	bran flakes, enriched	1 cup	35	105
	corn cereals, cold	1 ounce	25	95
	corn grits (hominy), cooked	1 cup	245	125
	cornmeal, whole ground	1 cup	122	435
	oat cereals, cold	1 ounce	28	110
	oats, oatmeal, cooked	1 cup	240	130
	rice, cooked, instant	1 cup	165	180
	rice cereals, cold	1 cup	14 to 30	55 to 115
	wheat cereals, cold	1 ounce	28	about 100
	wheat flour, all-purpose	1 cup	125	455

Printed from: Secrets of Better Cooking, The Reader's Digest Association, Inc., Pleasantville, 1973, p. 21.

READING CHARTS - ACTIVITY 2

Look at the chart on the following page and answer the questions below.

1. What is the title of this chart?

   A. Faults
   B. Causes
   C. Lack of Volume
   D. Ordinary Bread Faults and Their Causes

2. What would be one reason why the bread would have a bad taste and flavor? (Hint - Bad taste is in the "Faults" column)

   A. Too much salt
   B. Insufficient (not enough) yeast
   C. Dough temperature too high
   D. Dough too stiff

3. Look under the heading "Causes" and find out what causes bread to be over-baked.

   A. Crust is too thick.
   B. Crust is too thin.
   C. Crust blisters.
   D. Crust is too pale.

4. What happens when the oven temperature is too high?

   A. Bread has lack of volume and a bad taste.
   B. Crust is too thick, too pale, and gray.
   C. Crust is too dark and bread has lack of volume.
   D. Bread has a coarse grain and crust blisters.

5. How many causes are there as to why a bread crust is too thick?

   A. 3
   B. 4
   C. 5
   D. 6

6. The vertical axis on this chart lists the:

   A. Faults
   B. Causes
   C. Faults and causes

7. The horizontal axis on this chart lists the:

   A. Faults
   B. Causes
   C. Faults and Causes

NOTE: If you forget which way vertical or horizontal lines go, look up one of the words in a dictionary and find out!

Causes Faults	Improper mixing	Insufficient salt	Too much salt	Dough weight too much for pan	Dough weight too light for pan	Insufficient yeast	Dough proofed too much	Dough underproofed	Dough temperature too high	Dough temperature too low	Dough too stiff	Proof box too hot	Green flour	Dough chilled	Too much sugar	Insufficient sugar	Dough too young	Dough too old	Improper molding	Insufficient shortening	Oven temperature too high	Oven temperature too low	Over-baked
Lack of volume	X		X		X	X		X						X			X	X			X		
Too much volume		X		X			X											X				X	
Crust color too pale										X		X				X		X					
Crust color too dark										X					X		X				X		
Crust blisters													X				X	X	X				
Shelling of top crust								X			X		X			X							
Poor keeping qualities		X					X		X		X					X		X		X		X	
Poor texture, crumbly							X					X					X	X				X	
Crust too thick																X		X				X	X
Streaky crumb																			X				
Gray crumb								X	X			X											
Lack of shred							X										X	X					
Coarse grain	X				X		X			X							X	X	X				
Poor taste and flavor		X							X									X					

Ordinary Bread Faults and Their Causes

Printed from: The Baker's Manual for Quantity Baking and Pastry Making, Joseph Amendola, Hayden Book Company, Inc., Rochelle Park, New Jersey, 1972, p. 16.

READING CHARTS - ACTIVITY 3

Look at the chart on the next page and answer the questions below.

1. What is the title of this chart?

2. The vertical axis on this chart lists:

   A. Ingredients
   B. Functions in finished products
   C. Products
   D. Breads

3. The horizontal axis on this chart lists:

   A. Ingredients
   B. Functions
   C. Products
   D. Breads

4. How many functions does salt have?

   A. 2
   B. 3
   C. 4
   D. 5

5. How many ingredients have some nutritional value?

   A. 2
   B. 3
   C. 4
   D. 5

6. Which ingredient only has one function?

   A. Water
   B. Yeast
   C. Sugar
   D. Shortening

7. Which word or word group means nearly the same as the word function?

   A. Friction
   B. Names
   C. The way something looks
   D. What something does

8. What ingredient gives the crust its color?

   A. Salt
   B. Sugar
   C. Yeast
   D. Bread flour

Ingredients / Main Functions in Finished Product	Binding agent	Absorbing agent	Aids keeping qualities	Backbone and structure	Affects eating qualities	Nutritional value	Affects flavor	Affects fermentation	Affects gluten	Texture and grain	Imparts crust color	Affects symmetry	Volume	Produces tenderness	Adds quality to product
Bread flour	X	X	X	X	X	X	X								
Salt							X	X	X	X					
Sugar			X		X	X	X	X			X	X			
Shortening			X		X	X				X				X	X
Milk solids			X			X	X			X					X
Water	X														
Yeast							X			X			X		

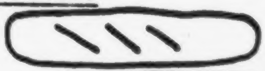
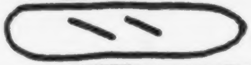
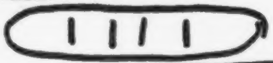
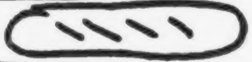
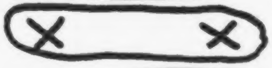
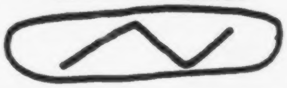
Bread Ingredients and Their Functions

Printed from: The Baker's Manual for Quantity Baking and Pastry Making, Joseph Amendola, Hayden Book Company, Inc., Rochelle Park, New Jersey, 1972, p. 14.

Reading Charts - Activity 4

Look at the following chart and answer the questions below it.

MARKINGS FOR SPECIALTY BREADS

Specialty Breads		Marking
pepperoni		3 slashes
sausage		2 slashes in center
ham & cheese		4 slashes
ham & cheese on rye		4 slashes
spinach		2 slashes at each end
broccoli		x at each end
asparagus		make a big Z

1. What is the title of this chart?

2. What marks do you make on pepperoni bread?

3. What marks do you make on spinach bread?

4. If a customer wants the bread with the x at each end, what kind of bread is he/she buying?

5. Why do you think the baker puts marks on each of the specialty breads?

BAKERY FORMS - ACTIVITY 1

Steve's Bakery uses the form below for customers who want to order a special cake. See if you can read what the customer wants and then fill in the form correctly.

1. Mrs. Johnson wants a 9 x 9" chocolate cake with vanilla icing for her son's birthday party at 2:00 on September 5, 1984. She wants the writing in green icing and she wants it to say "Happy Tenth Birthday Charlie!" Mrs. Johnson wants a picture of Charlie Brown and Snoopy on the cake. Her phone number is 881-1234.

NAME ______________________________

TELEPHONE # ______________________

DATE OF PICK-UP ____________________ TIME ____________

SIZE OF CAKE ______________________

TYPE OF CAKE VANILLA CHOCOLATE POUND

TYPE OF ICING VANILLA CHOCOLATE WHIP CREAM

COLOR TRIM ______________________

COLOR WRITING ____________________

INSCRIPTION ______________________________

PICTURE ______________________

PERSON TAKING ORDER ______________________

2. Mr. Henry Clark wants a 9" round cake with Michael Jackson on it. In red icing he wants the words "Beat It!" The cake he wants vanilla and the icing he wants vanilla also. Mr. Clarks says he'll pick up the cake on August 30, 1985, at 4:30. He says he's having a good-bye party for his daughter, who is going away to college. Mr. Clark's phone number is 468-5030.

NAME ______________________________

TELEPHONE # ______________________

DATE OF PICK-UP ____________________ TIME ____________

SIZE OF CAKE _______________________

TYPE OF CAKE VANILLA CHOCOLATE POUND

TYPE OF ICING VANILLA CHOCOLATE WHIP CREAM

COLOR TRIM _______________________

COLOR WRITING ____________________

INSCRIPTION ______________________________

PICTURE ______________________

PERSON TAKING ORDER ______________________________

3. Ted Banks is ordering a graduation cake. He wants a sheet cake that is pound cake with vanilla icing. The size he wants is 24" x 36". He wants the decorating to be in his high school's colors, green and gold. He wants the writing to be in brown icing and it should say "Clearview's Best!" Class of 1985, We did it! Ted's phone number is 468-8990 and he says he'll pick up the cake on Friday, June 14th, at 12:00 noon.

NAME ____

TELEPHONE # ____________________________

DATE OF PICK-UP __________________________ TIME ______________

SIZE OF CAKE ____________________________

TYPE OF CAKE VANILLA CHOCOLATE POUND

TYPE OF ICING VANILLA CHOCOLATE WHIP CREAM

COLOR TRIM ______________________________

COLOR WRITING ___________________________

INSCRIPTION ____

PICTURE ______________________________

PERSON TAKING ORDER _______________________________________

USING THE PHONE BOOK - ACTIVITY 1

Skim over the phone book page (on the next page) and answer the questions below.

1. Which of the following bakeries does not advertise that they make wedding cakes?

   A. Evergreen Bakery
   B. Elite Bakery
   C. Al's Bakery
   D. Kelley's Bakery

2. Which bakery says that it makes over 40 kinds of bread each day?

   A. Al's Bakery
   B. Aversa's
   C. McMillan's Bakery
   D. The Bread Basket

3. What is the phone number of Cacia's Italian Bakery?

   A. 228-5986
   B. 845-8144
   C. 423-6320
   D. 881-6644

4. Which bakery can you go to until 11:00 p.m. on a weeknight?

   A. Aversa's
   B. Al's Bakery
   C. Allegra's Bakery
   D. B - G's Bakery

5. If you live in Glassboro, which bakery is most convenient for you to shop at?

   A. Liss Bakery
   B. Kelly's Bakery
   C. Evergreen Bakery
   D. Elite Bakery

6. What store is listed as a bakery but also sells ice cream and ice cream cakes?

   A. Mt. Pleasant Orchards
   B. Baskin-Robbins
   C. Boutwell's Pastry Shop
   D. Mother's Home Bakery

Bakers—Retail (Cont'd)

See also Cookies & Crackers; also Pies)

KELLEY'S BAKERY
508BlackHorsePikeGlndora ——— 939-2112
(See Our Advertisement Under This Heading)
LISS BAKERY
307LandisAvVinnd ——— 691-0311
MASTER BAKERY
BlackHorsePike&FriesMillRd
Turnrsvl ——— 629-5252
MC MILLAN'S BAKERY

SINCE 1939
THIRD GENERATION BAKERY
OPEN 6 DAYS A WEEK
8 AM-10 PM - SUNDAYS TO 8 PM
CLOSED MONDAYS

1SheanAvWstmnt ——— 854-3094
MIKAY'S PASTRY SHOP
11AAOcsanaDrClmtn ——— 581-6539
(See Our Advertisement Under This Heading)
Norma Chrescoli Co
344A BlackHorsePikeWinslwn ——— 629-4934
MOTHER'S HOME BAKERY
1416BroadwayCam ——— 365-6591
1416BroadwayCam ——— 365-4681
MT PLEASANT ORCHARDS

HOMEMADE FRUIT PIES IN SEASON
HOMEMADE BREADS, CAKES, COOKIES

ElmerRdRichwd ——— 589-4407
Oven Door The 505WBroadPaul ——— 423-9000
Palace Baking Inc
526WWestBoulevardVinnd ——— 691-0175
PFEFFER'S BAKERY & ANTIQUE SHOP
119-S MainElmer ——— 358-6031

Listings of This Classification
Are Continued on Next Page

ESTABLISHED SINCE 1948
Elite Bakery
ALL BAKING DONE ON PREMISES
OUR SPECIALTY - WEDDING & BIRTHDAY CAKES
PASTRIES • COOKIES • ECLAIRS • DOUGHNUTS
PIES • CHEESE CAKE • WHIPPED CREAM CAKE
ITALIAN RUM CAKE • ITALIAN BREAD & ROLLS • PARTY TRAYS
Senior Citizen Discounts
WEDNESDAYS ONLY
★ CLOSED MONDAYS ★
Ample Parking
881-6644
208 WEST HIGH ST. GLASSBORO

BASKIN - ROBBINS
ICE CREAM
7 DAYS A WEEK
31 Flavors
CUSTOM-MADE ICE CREAM CAKES
"To Make Anytime Special"
• PARFAITS • PIES
• ROLL CAKE
• FROZEN YOGURT
• ICE CREAM CONES
CATERING ACCOUNTS WELCOME
627-7311
BLKWD-CLMTN RD.
CLEMENTON (K-MART SH. CNTR.)

Evergreen Bakery
"ELEGANT CAKES FOR EVERY OCCASION"
WEDDING CAKES
- CUSTOM DESIGNS -
• BIRTHDAY • NOVELTY • ADULT CAKES
• WHIPPED CREAM CAKES
• POUND CAKE • ITALIAN RUM CAKE
• N.Y. CHEESECAKE • BLACK FOREST CAKE
• STRAWBERRY SHORTCAKE
BAKED FRESH DAILY FROM THE FINEST INGREDIENTS
• OUR OWN COOKIES • PARTY TRAYS
• FRENCH PASTRIES • DONUTS
• DANISH PASTRIES • PIES
SPECIALTY BREADS AND ROLLS
MON-SAT
7:30 AM-8:30 PM
SUN
8 AM-4:30 PM
848-7082
SICKELS SHOPRITE SHOPPING CENTER
EVERGREEN AV: WOODBURY

BOUTWELL'S PASTRY SHOP
"OUR ALWAYS GOOD - ALWAYS FRESH BAKERY ITEMS"
"KEEP THE FAMILY HAPPY"
Specializing in
FANCY DECORATED CAKES
WEDDINGS
BIRTHDAYS
ITALIAN CREAM CAKES
• CAKES
• BREAD
• PASTRIES
• COOKIES
• PURE WHIPPED CREAM
• DELICACIES
Special Attention To Party Orders
AMPLE CUSTOMER PARKING
845-8144
SOUTHWOOD SHOPPING CENTER
GREEN FIELDS

SERVING SOUTH JERSEY FOR 36 YRS. OUR ONLY LOCATION
Our Specialty-Birthday Novelty & Wedding Cakes
"ONE OF SOUTH JERSEY'S LARGEST SELECTIONS OF BAKED GOODS"
• CHEESE CAKES
• ITALIAN RUM CREAM CAKES
• WHIPPED CREAM CAKES
MINUTES FROM RT. 42
500 BLACK HORSE PIKE
GLENDORA
KELLEY'S BAKERY
939-2112
OPEN 6 DAYS CLOSED MONDAYS

AVERSA'S
SPECIALTY ITALIAN BAKERY
WHOLESALE • RETAIL
"Don't Settle For Less ... Buy Aversa's"
HOMEMADE: BREADS & ROLLS
• PIZZA • STROMBOLI
- BAKED DAILY -
★ NO PRESERVATIVES USED ★
OPEN: MON. - SAT. 6:30 AM - 6:30 PM
SUNDAY 6:30 AM - 3:30 PM
505 S. BL. HORSE PK. TURNERSVILLE **227-8005**
2673 HADDONFIELD ROAD PENNSAUKEN **662-6791**

The BREAD BASKET
OVER 40 VARIETIES
BAKED FRESH DAILY
HOMESTYLE BREADS
PIES, DONUTS CAKES & COOKIES
TELEPHONE ORDERS ACCEPTED
DISCOUNTS AVAILABLE FOR CHARITY GROUPS
BLACKWOOD 228-0667
470 LITTLE GLOUCESTER RD
OAK VALLEY 468-3377
420 MANTUA PK RT 45
WILLIAMSTOWN 728-1331
BLACK HORSE PIKE
TURNERSVILLE 589-7929
610 EGG HARBOR & GREENTREE RDS.

Allegra's Bakery
SPECIALIZING IN
WEDDING & BIRTHDAY CAKES
ITALIAN CREAM CAKES
NOVELTY & ICE CREAM CAKES
OVER 35 VARIETIES OF DONUTS, PASTRIES & COOKIES
423-6320
OPEN 7 DAYS MON • FRI 5 AM • 9 PM
SAT 6 AM • 6 PM SUN 6 AM • 1 PM
139 W. BROAD ST. PAULSBORO
(NEXT TO K-MART PLAZA)

AL'S BAKERY
848-8556
Complete Selection of OUR
HOMEMADE BREADS & ROLLS
COOKIES, CAKES, PIES & PASTRIES
OPEN DAILY 6 AM TO 11 PM
SPECIAL DISCOUNTS TO ALL ORGANIZATIONS & SCHOOL GROUPS
"No Order Too Small Or Too Large"
We Also Carry:
• Cigarettes • All Newspapers
• Milk • Soda • Ice Cream & Sundries
1230 Hessian Av. Thorofare

B-G's BAKERY
WEDDINGS - BIRTHDAYS
ANNIVERSARIES
TASTY PASTRIES
CHEESE PIES
SPECIALTY DECORATING
SESAME ST. CHARACTERS
NOVELTY CAKES
845-5789
(JUST INSIDE ENTRANCE #2)
LOWER LEVEL
DEPTFORD MALL DEPTFORD

CACIA'S
ITALIAN BAKERY
Don't Waste Your Good Cooking On Ordinary Bread
"Home Of Broccoli Rabe Stromboli"
HOT BREAD, ROLLS PIZZA - DAILY
NO PRESERVATIVES USED
OPEN 7 DAYS
228-5986
1132 So. Black Horse Pk.
BLACKWOOD, N.J.

BEST COPY AVAILABLE

BAKING PACKET ANSWER KEY

CONTEXT CLUE - ACTIVITY 1

1. Group
2. Boiled
3. Pie
4. Rise
5. Industrial
6. Dealer
7. Customers
8. Starches
9. Animal or Plant
10. Give up

CONTEXT CLUES - ACTIVITY 3

Carbohydrates
Proteins
Function
Cholesterol
Sacrificing
Ingredients
Effectiveness

MAIN IDEA - ACTIVITY 3

1. C
2. A
3. B
4. Accept all reasonable titles.

DETAILS - ACTIVITY 1

1. C
2. D
3. D

DETAILS - ACTIVITY 3

1. New York, Pennsylvania, California, Ohio, Massachusetts, New Jersey Michigan, and Texas
2. 7
3. C

CONTEXT CLUE - ACTIVITY 2

Commercial or Retail
Distributor
Yeast
Ingredients
Effective
Consumer
Commercial or Retail
Sacrifice
Quiches

MAIN IDEA - ACTIVITY 1

1. D
2. A

MAIN IDEA - ACTIVITY 2

1. B
2. C
3. The main idea is stated in the first sentence.

MAIN IDEA - ACTIVITY 4

1. Unstated
2. C
3. Accept all reasonable titles.

DETAILS - ACTIVITY 2

1. The Union Army
2. The Salvation Army gave out free doughnuts.
3. 1640
4. At the Capital in Washington D.C.
5. 25,000 bakery plants employing 325,000 people
6. Because of the wide variety of baked items purchased
7. 95% of all bread

READING ADS - ACTIVITY 1

1. J. H. Filbert, Inc.
2. No, they don't tell you what it is.
3. No, the name of the product
4. Call Chris Whaley at 1-800-638-4656
5. Yes
6. They say you will save 80¢ a pound and more.
7. Accept all reasonable answers.

READING ADS - ACTIVITY 2

1. A mixer
2. Hobart Corporation World Headquarters
   Troy, Ohio 45374
3. Accept all reasonable answers.

READING ADS - ACTIVITY 3

1. B
2. C
3. B
4. A
5. D

READING DIRECTIONS - ACTIVITY 1

1. C
2. D
3. A
4. C
5. D

READING DIRECTIONS - ACTIVITY 2

1. Bread Alligator
2. 6
3. Dough, scraper, scissors, raisins, foil
4. Cut off two slices.
5. C
6. B
7. D
8. A

READING DIRECTIONS - ACTIVITY 3

1. Turnovers
2. 1/8" thick
3. 5" squares
4. 30 minutes
5. Bake at 375°F for 20-25 minutes.
6. Yes, split the turnover with a knife and fill it.

READING DIRECTIONS - ACTIVITY 4

1. Quiche
2. 375°F
3. Bake for 1 hour.
4. 9" uncooked pie crust, heavy cream, eggs, flour, swiss cheese, onion, bacon bits, mushrooms, salt, pepper, nutmeg
5. Break up the bacon into small pieces and spread in crust.
6. Makes 6 servings.

READING CHARTS - ACTIVITY 1

1. B
2. D
3. A
4. C
5. D
6. C
7. No, they have the highest calories on this chart.

READING CHARTS - ACTIVITY 2

1. D
2. C
3. A
4. C
5. B
6. A
7. B

READING CHARTS - ACTIVITY 3

1. Bread ingredients and their functions
2. A
3. B
4. C
5. C
6. A
7. D
8. B

READING CHARTS - ACTIVITY 4

1. Markings for Specialty Breads
2. 3 slashes
3. 2 slashes at each end
4. Broccoli
5. The baker marks each bread to be able to tell them apart.

BAKERY FORMS - ACTIVITY 1

NAME Mrs. Johnson

TELEPHONE # 881- 1234

DATE OF PICK-UP September 5, 1985 TIME before 2:00

SIZE OF CAKE 9" x 9"

TYPE OF CAKE VANILLA [✓ CHOCOLATE] POUND

TYPE OF ICING [✓ VANILLA] CHOCOLATE WHIP CREAM

COLOR TRIM

COLOR WRITING Green

INSCRIPTION Happy Tenth Birthday Charlies

PICTURE Charlie Brown & Snoopy

PERSON TAKING ORDER

BAKERY FORMS - ACTIVITY 2

NAME Mr. Henry Clark

TELEPHONE # 468-5030

DATE OF PICK-UP 8/30/35 TIME 4:30

SIZE OF CAKE 9" round

TYPE OF CAKE [✓ VANILLA] CHOCOLATE POUND

TYPE OF ICING [✓ VANILLA] CHOCOLATE WHIP CREAM

COLOR TRIM

COLOR WRITING Red

INSCRIPTION Beat It!

PICTURE Michael Jackson

PERSON TAKING ORDER

BAKERY FORMS - ACTIVITY 3

NAME Ted Banks

TELEPHONE # 468-8990

DATE OF PICK-UP 6/14/ TIME Noon

SIZE OF CAKE 24" x 36"

TYPE OF CAKE VANILLA CHOCOLATE [✓ POUND]

TYPE OF ICING [✓ VANILLA] CHOCOLATE WHIP CREAM

COLOR TRIM green and gold

COLOR WRITING brown

INSCRIPTION Clearview's Best, Class of 1985, We Did It

PICTURE

PERSON TAKING ORDER

USING THE PHONE BOOK - ACTIVITY 1

1. C
2. D
3. A
4. B
5. D
6. B

BAKING PACKET - BIBLIOGRAPHY

Breads, Soups & Sandwiches, Geraline B. Hardwick and Robert L. Kennedy, CBI Publishing Company, Inc., Boston, 1978.

Food Preparation for Hotels, Restaurants, and Cafeteries, Robert G. Haines, American Technical Society, Chicago, 1973.

Secrets of Better Cooking, The Reader's Digest Association, Inc., Pleasantville, 1973.

The Baker's Manual for Quantity Baking and Pastry Making, Joseph Amendola, Hayden Book Company, Inc., Rochelle Park, New Jersey, 1972.

The Professional Chef, LeRoi A. Folsom, B.S., Editor, Institutions/Volume Feeding Magazine, Boston, 1974.

Your Future in the Bakery Industry, Desmond H. O'Connell, ARCO Publishing Company, Inc., New York, 1971.

TRADE RELATED READING PACKET
FOR
DISABLED READERS

BUILDING MAINTENANCE PACKET

The following skills will be stressed in this packet:

- Categorizing
- Charts and Diagrams
- Context Clues
- Details
- Fact or Opinion
- Main Idea
- Reading Directions
- Reading Labels
- Using the Phone Book
- Vocabulary
- Want Ads

BUILDING MAINTENANCE VOCABULARY

The following new words will be used in this packet. Read the words and their meanings so when you see them again, they will be familiar to you. Remember, any underlined word in the packet can be found in this vocabulary list.

antidote (an′ tə dōt) - anything that works against a poison.

bedplate (bed plāt) - a piece of flat steel at the base or bottom of a machine.

caustic (kôs′ tik) - a chemical that can burn or eat away at a person's skin, eyes, etc.

custodian (kəs tō′ dē ən) - janitor, maintenance person.

disposal (dis pō′ z'l) - getting rid of.

fluorescent (flô res′ 'nt) - electrical light used in offices, buildings, or schools.

furnace (fur′ nəs) - thing where heat is made for warming a building.

grill (gril) - metal bars welded together to form a screen that are sometimes used as a door.

industrial (in dus′ trē əl) - working in or used by businesses or factories.

lacquer (lak′ ər) - a clear coating that can be painted on walls, floors, wood, metal, etc.

mechanical (mə kan′ i k'l) - runs by machines.

porter (pôr′ tər) - person who sweeps and cleans.

reimburse (rē′ im burs) - to pay back money that was spent.

requirement (ri kwīr′ mənt) - something needed, asked for, such as the ability to weld may be a job requirement.

stipple (stip′ l) - to paint making small points or dots.

ventilation (ven′ t'l ā shən) - fresh air, open windows.

waterproof (wôt′ ər proof) - keeps out water.

CONTEXT CLUES - ACTIVITY 1

Each sentence is missing a word. From the box at the bottom of the page, fill in a word for each sentence.

1. I had to replace two ______________ light tubes in the office.
2. The ______________ was told to sweep the floor.
3. If I buy cleaning products with my money, will I be ______________ later?
4. One job you do will be cleaning and maintaining the ______________, which is in the boiler room.
5. When painting, be sure to open windows so that you have good ______________.
6. The bathroom stall dividers were sprayed with a ______________ coating to keep them from rusting.
7. One ______________ for this job is a high school diploma.
8. Wash your hands after cleaning with ______________ chemicals.
9. If you get bleach in your eye, the ______________ is to wash it out with warm water.
10. The maintenance workers were busy painting a clear ______________ on the hallway walls.
11. Use a ______________ brush to get those little dots on the wall.
12. Be sure you know the rules for trash and garbage ______________ in the building you work in.

antidote
caustic
custodian
disposal
fluorescent
furnace
lacquer
reimbursed
requirement
stippling
ventilation
waterproof

VOCABULARY - WORD SEARCH ACTIVITY

Find the following vocabulary words in the puzzle below. Words can be found across, diagonal and going down.

bed plate
caustic
custodian
fluorescent
furnace
grill
industrial
lacquer

mechanical
porter
reimburse
requirement
stipple
ventilation
waterproof

Q	V	S	A	R	D	O	C	W	A	T	E	R	P	R	O	O	F
B	I	E	T	U	P	O	R	T	E	R	G	E	H	M	I	Q	C
E	N	I	N	I	B	N	L	U	L	A	C	Q	U	E	R	R	U
D	D	S	C	T	P	L	A	T	Y	N	S	U	C	C	E	V	S
P	U	D	W	K	I	P	E	F	W	O	J	I	P	H	I	N	T
L	S	X	G	R	V	L	L	G	T	O	T	R	M	A	M	M	O
A	T	S	G	O	I	N	A	E	A	S	N	E	O	N	B	P	D
T	R	I	W	R	L	Y	Z	T	U	M	R	M	R	I	U	B	I
E	I	E	D	N	E	T	S	A	I	D	L	E	Y	C	R	O	A
P	A	F	U	R	N	A	C	E	L	O	R	N	H	A	S	T	N
F	L	U	O	R	E	S	C	E	N	T	N	T	A	L	E	E	E

CONTEXT CLUES - ACTIVITY 2

Fill in the blank spaces in the following paragraph with the words in the box at the bottom of the page.

Jean has a job as a _______________ or _______________ in a Philadelphia hotel. Jean got the job because she had good _______________ skills and could fix things. One of Jean's jobs was to clean the big _______________ that heats the hotel. Jean had to take off the iron _______________ to reach inside the furnace. After working on the furnace, Jean used _______________ chemicals to mop the floors. The chemicals she used were labeled "_______________ Strength" and were not sold to clean homes. When using these chemicals, Jean tries to get good _______________ by opening a door or a window.

caustic
custodian
furnace
grill

Industrial
mechanical
porter
ventilation

MAIN IDEA - ACTIVITY 1

Read the following paragraph and answer the questions below. Remember, the main idea is what the whole story is about!

When learning how to be a building maintenance worker, you will do many new things. You will be shown the right way to paint, how to mix and use cleaning fluids, and how to use heavy duty industrial cleaning machines safely. Jobs vary from simply changing a light bulb to repairing and painting a wall.

1. What is this paragraph about?

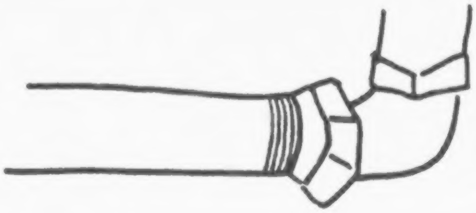
   A. Painting
   B. Mixing cleaning fluids
   C. Learning to do new things in building maintenance
   D. Changing a light bulb

2. Which sentence in the paragraph states the main idea?

   A. First
   B. Second
   C. Third

3. A good title for this paragraph would be:

   A. Building Maintenance
   B. Learning New Things in Building Maintenance
   C. The Right Way to Paint and Clean
   D. Job Safety



MAIN IDEA - ACTIVITY 2

Read the following selection and answer the questions below it.

One of the first signs of a leaking pipe will be a spreading stain on a wall, ceiling, or a puddle on the floor. To stop the leak from damaging the building any further, shut off the water supply, then find the leak and fix it.

Sometimes you can find water damage and keep it from getting too bad. If a water stain is on the ceiling and pipes are hidden above the ceiling, put a waterproof cloth and a bucket on the floor`to catch the drip. If water is leaking from a ceiling light, turn off the electricity and take off the cover of the ceiling light to let the water out. You may need to put a hole in the ceiling to let any extra water drain. Remember to stay out of the way when you do this.

1. Which would be a good title for this selection?
   - A. "Raindrops are Falling on My Head"
   - B. Fixing Leaky Pipes
   - C. Water Damage and How to Fix it
   - D. Catching a Leaky Pipe Before the Water Damage Spreads
2. What is this selection all about?
3. What is one of the first signs of a leaking pipe?
4. How can you stop a water stain on the ceiling from spreading?
5. What do you do if water is leaking from a ceiling light?
6. Where is the main idea of the second paragraph?
   - A. First sentence
   - B. Second sentence
   - C. Third sentence
   - D. Fourth sentence

*Printed from Home Repair and Improvement, Plumbing, by the Editors of Time-Life Books, Time-Life Books, Inc., Publisher, 1976, Time Inc.

MAIN IDEA - ACTIVITY 3

Read the following paragraph and answer the questions below it.

The first mechanical lawn mower of which we have any record was made in England in 1830 by Edwin Budding. This lawn mower moved on a large iron roller and had a reel blade that worked against a bedplate. The mower invented by Budding gives the still popular idea of the reel-cutting blade. 1500 of these mowers were made and sold from 1883 to 1859. This company is still in business under the name of Lawn Mower Works.

1. A good title for the paragraph would be:

   A. Lawn Mowers
   B. The Life of Edwin Budding
   C. Mechanical Mowers
   D. The First Mechanical Lawn Mower

2. This paragraph is all about:

   A. Lawn mowers
   B. The first mechanical lawn mower
   C. Edwin Budding
   D. Lawn Mower Works

3. The first mechanical lawn mower was invented in:

   A. New Jersey
   B. Spain
   C. England
   D. Germany

4. The year that the first mower was made was:

   A. 1802
   B. 1833
   C. 1839
   D. 1830

5. The first mechanical lawn mower moved on a:

   A. Large iron roller
   B. Reel blade
   C. Bedplate
   D. Reel-cutting blade

Reproduced with permission from Lawn-Boy, 1983.

DETAILS - ACTIVITY 1

Read the following paragraph and answer the questions below.

Tom is a maintenance worker at the Riverside Warehouse. His boss, Mr. Johns keeps Tom very busy. When Tom arrived at 7:00 a.m., Mr. Johns told him to get to work painting the parking lot curbs. After Tom finished that job, he had to change two fluorescent light in Room #21. At noon, Tom took a lunch break and ate a ham sandwich. After lunch, Tom had to sweep the office floors. Tom could go home when all the bathrooms in the building had been cleaned. This was just an average day at work for Tom.

1. Who is Tom's boss?
2. Where does Tom work?
3. What did Tom do first?
4. When did Tom eat lunch?
5. What did Tom do right after lunch?
6. What did Tom do last?

DETAILS - ACTIVITY 2

Read the following paragraph and answer the questions below.

There are many safety rules that a custodian must follow. When painting or removing old paint, be sure to wear safety goggles. When putting in fluorescent light tubes, wear goggles. The reason for wearing goggles while putting in lights is that the tube might break. If a maintenance person is cutting trees, he/she should wear safety glasses, a face shield, and a hard hat. This is to protect you from big pieces of wood flying out.

When using paint, thinner, or lacquer, be sure to keep windows open so that you have good ventilation. The last safety tip is; keep your mind on your job. A lot of accidents happen when workers are using power equipment and are thinking about other things.

1. Why should a custodian wear goggles while putting in fluorescent lights?

2. When painting, what two safety rules should a worker follow?

3. How do a lot of accidents happen when workers are using power tools?

4. What protection should a maintenance person wear when cutting trees?

5. Do you think a custodian should wear safety glasses when mowing the lawn? Why or why not?

DETAILS - ACTIVITY 3

Read the following paragraph and answer the questions below.

The first rule in painting is to use good tools. Good brushes are expensive and should be well taken care of. There are wall brushes 5 to 5 1/2 inches used for applying flat paint on the walls; 3 to 3 1/2 inch brushes are used for enamel work, as in kitchens, baths and on woodwork. Sash tools about two inches wide are generally used for trimming windows and light trim. Stippling brushes, which are short, stubby-bristled brushes, are used by pounding them on the wall lightly and evenly while the paint is wet. This gives the wall that raised, dotted effect. The lighter the stipple, the finer the job is considered to be. There is also the putty knife for cutting out cracks, sparkling and scraping, the wire brush for cleaning of surfaces, mostly on iron or outside work; and many other fancy tools for other jobs.

1. Match the tool to the job it does

_____ putty knife
_____ wall brush
_____ stippling brush
_____ wire brush
_____ sash tools
_____ 3 - 3 1/2 brush

A. applies flat paint on walls
B. cleans surfaces, mostly on iron
C. cuts out cracks and scrapes
D. used for enamel work
E. pounded on wall for dotted effect
F. used for trimming windows

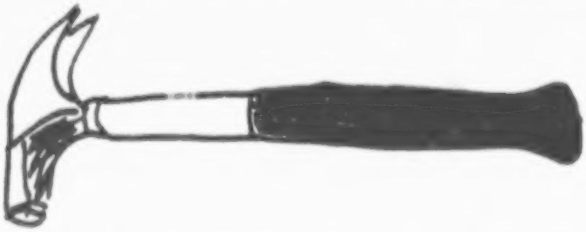
2. Are good tools cheap or expensive?

3. Should you take care of your tools? Why?

*Printed from: Housing Manager, Assistant Housing Manager, David R. Turner, Arco, New York, 1969, p. 157.

MAIN IDEA - ACTIVITY 4

Read the following selection and answer the questions below.



The hammer is one of the tools that a maintenance person will use. The curved-claw nail hammer is the one used for most jobs. (See a drawing of the curved claw nail hammer above.)

When you buy a hammer, it is important to get a sturdy one. Look for one that has a steel hammer head and a hard wood handle. A hammer made of strong materials will last a long time.

1. What is this selection about?

   A. Curved claw nail
   B. The hammer
   C. Buying a hammer.
   D. Sturdy hammers

2. What would be a good title for this selection?

   A. Curved Claw Nail
   B. The Hammer
   C. Buying A Hammer
   D. Sturdy Hammer

3. What is the second paragraph about?

   A. Curved claw nail hammer
   B. Hammers
   C. Buying a good hammer.
   D. Sturdy hammers

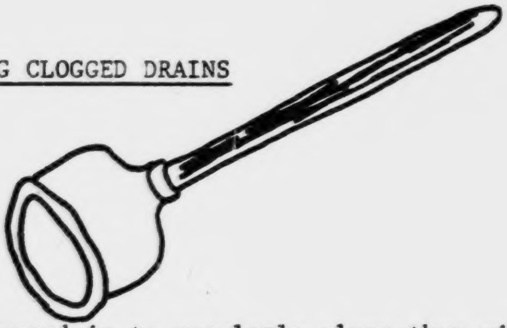
4. In the second paragraph, which sentence has the main idea?

   A. First sentence
   B. Second sentence
   C. Third sentence
   D. Unstated, not in any sentence

DETAILS - ACTIVITY 4

Read the following selection and answer the questions below.

CLEARING CLOGGED DRAINS



* The best way to keep pipes unclogged is to regularly clean them with a caustic drain-pipe cleaner. If one of your drains has become stopped-up, there are two things you can do.

The first is to use a plunger or plumber's friend. A plunger uses pressure to loosen a clogged pipe. Keep in mind that a plunger can only work if the blockage is not too far down the pipe.

Another way to open up a pipe is to use a caustic drain cleaner. When you use chemicals, be sure to read the directions and follow them exactly! Do not mix two different types of caustic cleaner. Wash your hands after using cleaners.

If you cannot get a drain open trying either the plunger or caustic cleaner, then call for a plumber.

1. What are two things you can do to unclog a drain?

   A. Use a plumber's friend, or use a plumber.
   B. Use a plunger or use a caustic drain cleaner.
   C. Use a caustic cleaner, and a caustic comedian.
   D. Use your hand and a hammer.

2. When using chemicals to unclog a pipe, what should you do?

   A. Follow the directions carefully.
   B. Do whatever you want.
   C. Change the directions only if you need to.

3. If you can't get a pipe open and you've tried both ways, what should you do?

   A. Try again.
   B. Call a plumber.
   C. Get your friends to help you.

*Information from: Basic Home Repairs, Sunset Books and Sunset Magazines, Lane Books, Menlo Park, 1974, p. 15.

4. What can you do to keep pipes from ever getting clogged?

A. Make sure people don't comb hair over sinks.
B. Use a plumber's friend regularly.
C. Use a caustic pipe cleaner regularly.

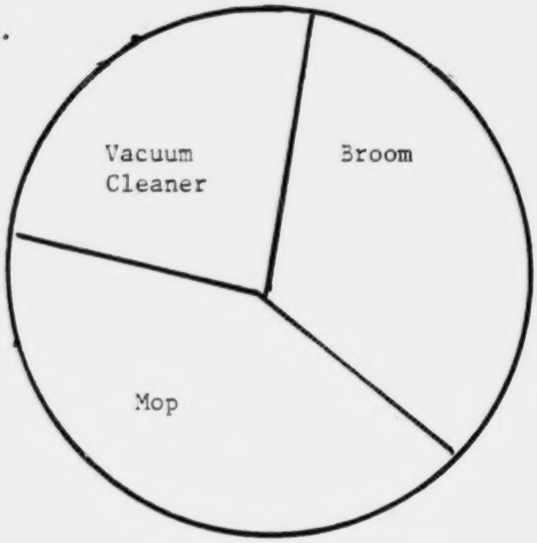
5. What does the word "caustic" mean?

A. Rough
B. Clean
C. Chemical that is harmless
D. Chemical that burns or eats away

CATEGORIZING - ACTIVITY 1

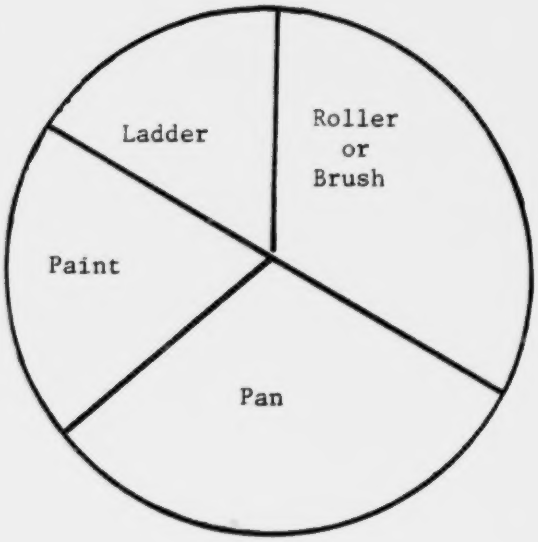
From the clues given in the circles, name the specific maintenance jobs they describe. The first one has been done for you.

1.


Vacuum Cleaner
Broom
Mop

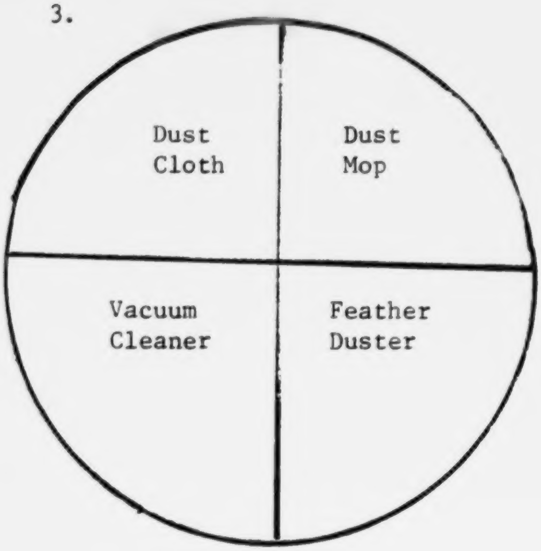
cleaning floors

2.


Ladder
Roller or Brush
Paint
Pan

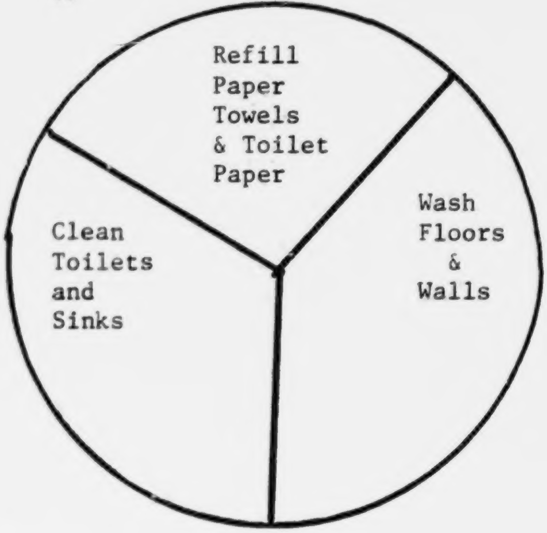
____

3.


Dust Cloth
Dust Mop
Vacuum Cleaner
Feather Duster

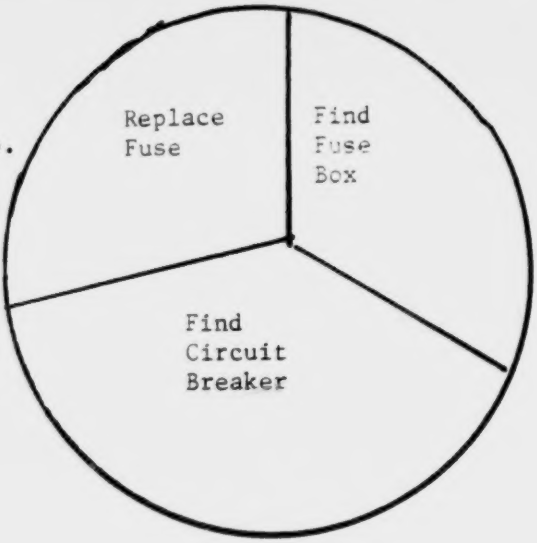
____

4.


Refill Paper Towels & Toilet Paper
Clean Toilets and Sinks
Wash Floors & Walls

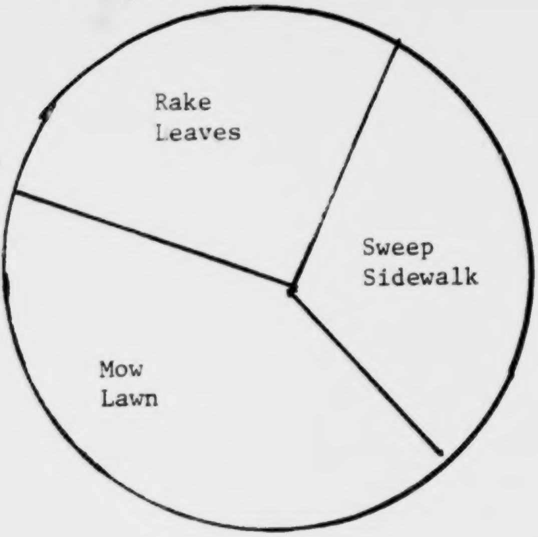
____

5.


Replace Fuse
Find Fuse Box
Find Circuit Breaker

____

6.


Rake Leaves
Sweep Sidewalk
Mow Lawn

____

READING DIRECTIONS - ACTIVITY 1

Read the directions and answer the questions below.

CLEANING BATHROOMS

1. Clean toilets and sinks using a bucket, detergent and a cloth.
2. Refill whatever supplies are low; paper, soap, towels.
3. Using a pail and mop, wash the floor and walls.

1. These directions tell you how to:

    A. Clean toilets.
    B. Refill supplies.
    C. Wash floors.
    D. Clean bathrooms.

2. How many steps do these directions have?

    A. 1.
    B. 2.
    C. 3.
    D. 4.

3. What is the first thing you do?

    A. Clean toilets and sinks.
    B. Refill supplies.
    C. Wash floors and walls.
    D. Use a pail and a mop.

4. What do you use to clean the toilets and sinks?

    A. Bucket and a cloth
    B. Bucket and detergent
    C. Detergent, bucket, cloth
    D. Detergent and a cloth

5. What do you do last?

   A. Refill supplies.
   B. Wash floor and walls.
   C. Clean toilet.
   D. Clean sinks.

6. What supplies do you refill if they are low?

   A. Paper
   B. Paper, soap, detergent
   C. Soap,towels
   D. Soap, towels, paper

READING DIRECTIONS - ACTIVITY 2

Read the directions and answer the questions below.

SCRUBBING FLOORS

1. Move furniture.
2. Sweep floor.
3. Use scrub brush, pail, soap, and scrub floor.
4. Wipe away excess water with a sponge or a mop and wringer.

1. What do these directions tell you how to do?
2. What is the first thing you do?
3. What do you do after you have scrubbed the floor?
4. How many steps do these directions have?
5. What three things do you use to scrub the floor?
6. What does the second step of these directions tell you to do?

READING DIRECTIONS - ACTIVITY 3

Read the directions and answer the questions below.

Cleaning a Floor Furnace

1. Set control to "off" position.
2. Take off floor grill.
3. Use a vacuum cleaner to get rid of dust from furnace.
4. Replace floor grill.
5. Set control to "on" position.

1. What is the title for these directions?

2. These directions have ______________ steps.

   A. 3
   B. 4
   C. 5
   D. 6

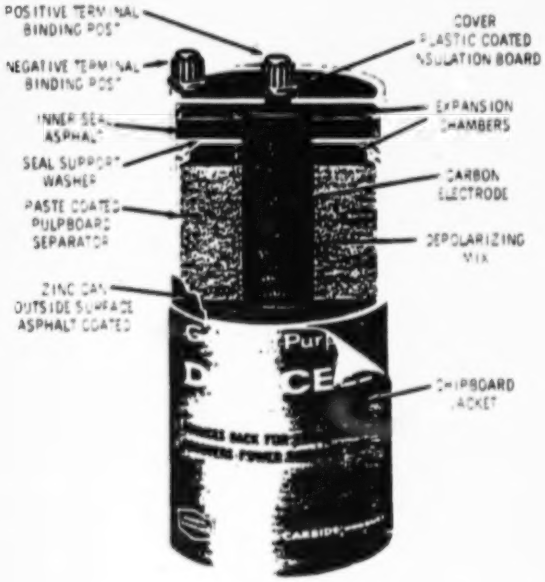
3. Listed below are the steps for these directions. Write the letters for the steps to put them in the correct order.

_____ A. Set control to "on" position.
_____ B. Replace floor grill.
_____ C. Take off floor grill.
_____ D. Set control to "off" position.
_____ E. Use a vacuum cleaner to get rid of dust.

BEST COPY AVAILABLE

CHARTS AND DIAGRAMS - ACTIVITY 1

Read the following diagram and answer the questions below it.


POSITIVE TERMINAL BINDING POST
NEGATIVE TERMINAL BINDING POST
INNER SEAL ASPHALT
SEAL SUPPORT WASHER
PASTE COATED PULPBOARD SEPARATOR
ZINC CAN OUTSIDE SURFACE ASPHALT COATED
COVER PLASTIC COATED INSULATION BOARD
EXPANSION CHAMBERS
CARBON ELECTRODE
DEPOLARIZING MIX
CHIPBOARD JACKET

Reprinted with permission from Howard W. Sams & Co., Inc., Electricity Fundamentals, by Baker and Crow, 1971.

1. This is a diagram of a:

   A. Motor
   B. Light bulb
   C. Battery or dry cell
   D. Wiring terminal

2. The words by the arrows point to:

   A. Nothing
   B. Different parts of the battery
   C. One part of the battery
   D. Parts of a light bulb

3. The two knobs on top of the dry cell are the:

   A. Positive and negative terminal posts
   B. Chipboard jacket
   C. Seal support washer
   D. Expansion chambers

4. The top cover of a dry cell that has the label printed on it is a:

A. Negative terminal post
B. Chipboard jacket
C. Seal support washer
D. Expansion chamber

CHARTS AND DIAGRAMS - ACTIVITY 2

Read the following chart and answer the questions below.

* TROUBLESHOOTING LOCKS

Problem	Causes and Solutions
lock sticks	Grease in lock is dirty and gummy. Remove lock from door and clean.
key does not go in smoothly	Keyway and tumbler area dirty. Scrape an ordinary pencil lead onto the key's teeth. Do not oil.
lock is frozen	Extremely cold weather has caused moisture to freeze solid. Hold match to key until hot to touch, then insert key in lock and work it gently until the ice melts. Spraying windshield defroster into keyway will prevent re-occurence.
key is broken in lock	Key inserted improperly or not pushed all the way in before turning, or attempting to force an ill-fitting replacement key. Try first to remove broken part of key with a hatpin. If this does not work, remove lock cylinder and push key fragment out from the reverse side with a hatpin. (If the key went all the way in before breaking and you are locked out, it is sometimes possible to unlock the door by turning lock with pliers or a screwdriver.)

1. What is the title of this chart?

   A. Problems
   B. Lock Sticks
   C. Troubleshooting Locks
   D. Causes and Solutions

*Printed from: Basic Home Repairs, Editors of Sunset Books and Sunset Magazine, Lane Books, Menlo Park, 1974, p. 44.

2. How many different problems are listed on the chart?

   A. 3
   B. 4
   C. 5
   D. 6

3. What causes a lock to freeze?

   A. Holding a match to the key
   B. Warm weather
   C. 40° F weather
   D. Very cold weather

4. What can you do if the key does not go in smoothly?

   A. Hold a match to the key.
   B. Scrape pencil lead onto the key's teeth.
   C. Remove part of broken key.
   D. Remove lock from door.

5. If the lock sticks, what should you do?

   A. Remove lock from door and clean it.
   B. Remove lock from door.
   C. Clean the key.
   D. Use a pencil.

6. If a key breaks in a lock, what can you use to try and remove the key?

   A. Paper clip
   B. Scissors
   C. Hatpin
   D. Pen point

CHARTS AND DIAGRAMS - ACTIVITY 3

Read the chart on the next page and answer the questions below.

1. What is the title of this chart?

   A. Safety Rules for Ladders.
   B. How to Use a Ladder.
   C. Things You Should Do On a Ladder.
   D. Ladders.

2. Look at the six smaller pictures in boxes at the left of this chart. They tell you how to:

   A. Set the ladder up against a building.
   B. Lift up the base of the ladder.
   C. Climb the ladder.
   D. Lean on the ladder.

3. The four big pictures on the right side of the chart tell you:

   A. How to get up the ladder.
   B. Safety rules for using the ladder.
   C. How to lean on the ladder.
   D. How to lift the base.

4. What happens if you set a ladder too flat against a wall?

   A. It can fall.
   B. It will wobble.
   C. It can break.
   D. It will shake.

5. What should you do if when you're climbing the ladder starts to wobble?

   A. Nothing.
   B. Keep climbing.
   C. Climb up really fast.
   D. Climb down and reset it firmly.

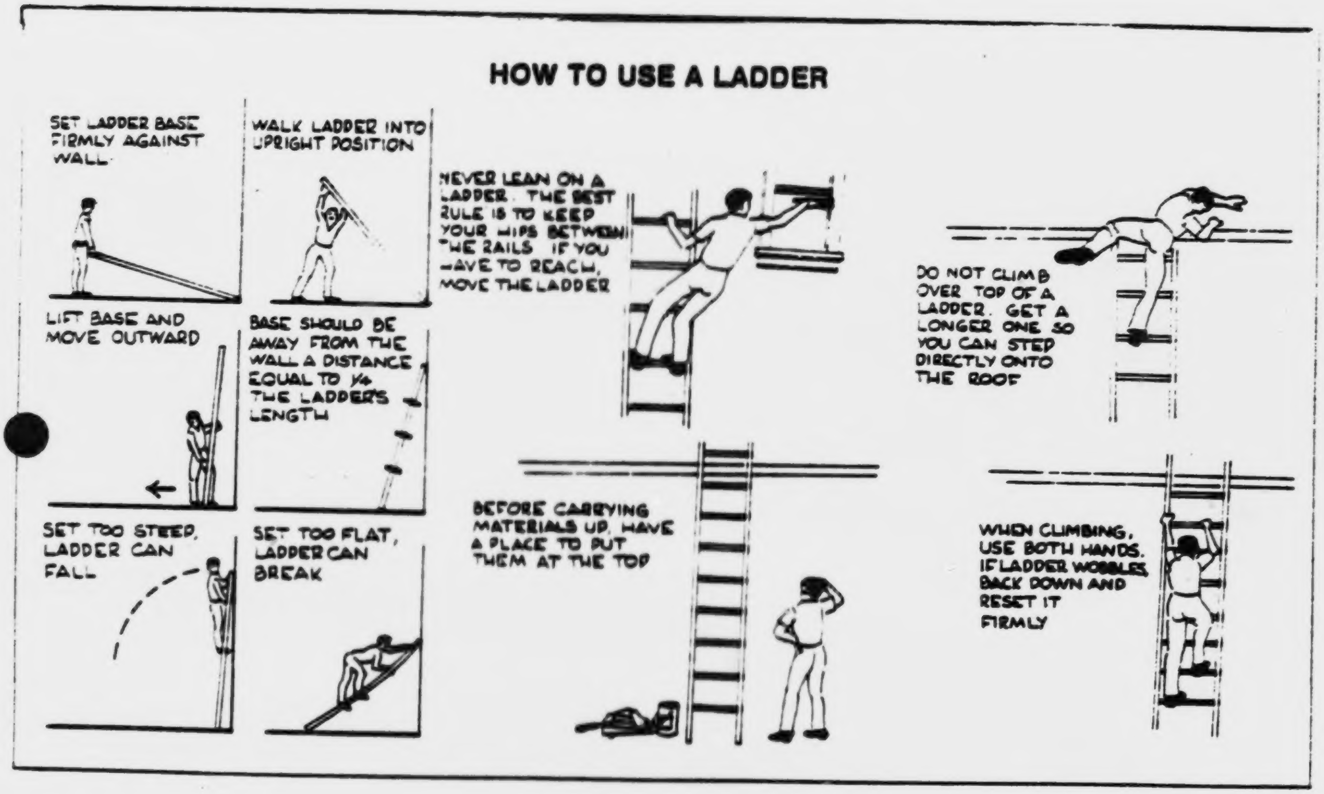
6. What is the first thing you do in setting up the ladder?

   A. Set ladder base against wall.
   B. Lift base and move out.
   C. Walk ladder into upright position.
   D. Be careful not to set it too steep.

7. What should you do if you're up on a ladder and need to lean to your right to grab something on the side of the building?

   A. Go ahead and lean.
   B. Do it carefully.
   C. Climb down to the ground and move the ladder.
   D. Get a stick to help you grab what you need.

BEST COPY AVAILABLE



HOW TO USE A LADDER

SET LADDER BASE FIRMLY AGAINST WALL.

WALK LADDER INTO UPRIGHT POSITION

LIFT BASE AND MOVE OUTWARD

BASE SHOULD BE AWAY FROM THE WALL A DISTANCE EQUAL TO 1/4 THE LADDER'S LENGTH

SET TOO STEEP, LADDER CAN FALL

SET TOO FLAT, LADDER CAN BREAK

NEVER LEAN ON A LADDER. THE BEST RULE IS TO KEEP YOUR HIPS BETWEEN THE RAILS. IF YOU HAVE TO REACH, MOVE THE LADDER

DO NOT CLIMB OVER TOP OF A LADDER. GET A LONGER ONE SO YOU CAN STEP DIRECTLY ONTO THE ROOF

BEFORE CARRYING MATERIALS UP, HAVE A PLACE TO PUT THEM AT THE TOP

WHEN CLIMBING, USE BOTH HANDS. IF LADDER WOBBLES, BACK DOWN AND RESET IT FIRMLY

Printed from: Basic Home Repairs, Editors of Sunset Books and Sunset Magazine, Lane Books, Menlo Park, 1974, p. 81.

FACT OR OPINION - ACTIVITY 1

Read each of the sentences below. If a statement is a fact, write "F" and if the statement is just what someone thinks, write "O". Remember, a fact can be proved.

1. _____ All maintenance workers are paid a lot of money.

2. _____ A good place to buy maintenance supplies is at Danzi's in Williamstown.

3. _____ It's not hard to get a job in building maintenance.

4. _____ Caustic chemicals will burn your hands.

5. _____ You should ask for help if you don't know how to use a piece of equipment.

6. _____ Anybody can be a building maintenance worker.

7. _____ Floors can be scrubbed by hand or machine.

8. _____ A maintenance worker will have to paint and fix broken things in the building.

9. _____ I think all maintenance workers should wear uniforms.

10. _____ I don't like maintenance work because I don't like cleaning toilets!

11. _____ It is easier to run the vacuum than to use a mop.

12. _____ To be a good custodian, you have to know a little about a lot of things from plumbing to electrical work.

13. _____ Maintenance work is repetitive, you will do the same thing many times.

14. _____ A job as a painter is a good way to learn how to fix different things.

15. _____ Janitor, custodian, and building maintenance worker are three (3) names for one job.

FACT OR OPINION - ACTIVITY 2

Read the following two paragraphs. In the box by each sentence in each paragraph, write an F if the sentence is a fact, or an O if the sentence is an opinion. The first one has been done for you.

1. Jill likes her job as a maintenance worker. _____ Jill's job is to clean the offices of the managers of the factory. _____ She works from 9:00 p.m. until 3 a.m. _____ One other person works at night cleaning the offices with Jill. _____ Jill likes only working 6 hours and she likes working at night. _____ Working at night gives her many daytime hours to do what she wants. _____

2. Lee has a maintenance job for a company that send workers to clean doctors' offices. _____ Each night Lee works at a different medical building. _____ Lee works from 10 p.m. until 6 a.m. _____ Lee hates his job. _____ He doesn't like having to drive to a different place each night. _____ He doesn't like working all night because he never sees his wife. _____

WANT ADS - ACTIVITY 1

Read the following Want Ad and answer the questions below.

> JANITOR - to perform janitorial and other misc. functions. Two week paid training and benefits. Must be physically able to carry up to 100 lbs. Car required, reimbursement for expenses. 438-3500 for appt.

1. Match the abbreviations from the ad to the words.

_____ appt. A. week
_____ lbs. B. miscellaneous
_____ req'd. C. pounds
_____ misc. D. appointment
_____ wk. E. required

2. What are the benefits of this job?

A. Two week paid training
B. Benefits
C. Reimbursement for expenses
D. All the above

3. What are the requirements for this job?

A. Must have a car.
B. Must be able to carry 100 lbs.
C. Must be younger than age 50.
D. Both A and C
E. Both A and B

WANT ADS - ACTIVITY 2

Read the following ads and answer the questions below. Notice that each ad has been numbered.

#1 JANITORS - Part time eve. hours in office bldgs. in the Cherry Hill area. Basic janitorial duties involved. Only dedicated people need apply. Call Bill, 547-3870, bet. noon & 4.

#2 JANITORIAL, 2:30 - 10 p.m., Mon. - Fri., 8 a.m. - noon, Sat. Apply in person 1 - 4 p.m., SENTRY OFFICE PLAZA, 216 Haddon Avenue, Westmont, Suite 322.

#3 MAINTENANCE person for motel. Full-time or part-time. Apply in person, Hallmart Motel, Rt. 130, Cinnaminson.

#4 MAINTENANCE PORTER for apartment complex. Apply in person, Colony Green Apts. (formerly Andover Court), 116 Blackwood-Clementon Road, Clementon.

#5 MAINTENANCE MECHANIC, all around, w/strong carpenter skills. Must have own tools. Gd. pay w/gd. benefits for right person. Call for appt. at 546-9500.

#6 MAINTENANCE, need alert energetic building & grounds maintenance person for apt. complex. Gd. benefits & gd. pay for right person. Immed. opening. Call for appt. at 546-9550.

1. Which ad only wants to hire someone part-time?

   A. #1
   B. #2
   C. #3
   D. #4

2. Which ad wants to hire a person with good carpenter skills?

   A. #2
   B. #3
   C. #4
   D. #5

3. Which ads want you to apply in person?

   A. #1, 2, 3
   B. #2, 3, 4
   C. #3, 4, 5
   D. #4, 5, 6

4. Which ads are hiring a maintenance person for apartment complexes?

A. 1 & 2
B. 2 & 3
C. 5 & 6
D. 4 & 6

5. Who does Ad #1 tell you to call?

A. Mike
B. Sally
C. Bill
D. Carol

6. Where will you work if you get the job in Ad #3?

A. Office building
B. Motel
C. Apartment
D. Factory

7. What words in Ad #6 give you a clue that you would start working today?

A. Immed. opening
B. Gd. benefits
C. For right person
D. Need alert, energetic

8. Which ad says that you must have your own tools?

A. 3
B. 2
C. 5
D. 6

9. What hours will you work if you get the job in Ad #2?

A. 2:30 - 10 p.m., Mon. - Sat.
B. 8 a.m. - Noon, Sat.
C. 8 a.m. - Noon, Sat., 2:30 - 9 p.m., Mon. - Fri.
D. 8 a.m. - Noon, Sat., 2:30 - 10 p.m., Mon. - Fri.

USING THE PHONE BOOK - ACTIVITY 1

Skim over the page from a phone book (behind this page) and answer the questions below.

1. Which heading in the phone book would have a list of maintenance supply companies?

   A. Japanning
   B. Jeans
   C. Janitors' Equipment & Supplies
   D. Jewelers - Retail

2. If you had to do the maintenance work for a building in Woodbury, you would want to buy supplies from a company that was close. Which company would you pick?

   A. Danzi's
   B. Deptford Janitorial Service
   C. Clan
   D. Standard Maintenance Supply

3. What product is Clan Janitorial Supplies, Inc. NOT an authorized distributer for?

   A. Dixie Cups
   B. Johnson Wax
   C. Scott Paper
   D. Clarke Maintenance Equipment

4. Which company has the biggest ad?

   A. Danzi's
   B. Clan
   C. Standard Maintenance Supply
   D. Megargel Bros

5. Which company lists two different phone numbers?

   A. Danzi's
   B. Clan
   C. Kelly VT Associates
   D. John Daniel Chemical

6. Companies are listed in _______________ order in the phone book.

   A. Numerical
   B. Systematic
   C. Alphabetical
   D. Ordinal

7. Which company does NOT promise free delivery?

A. Danzi's
B. Megargel Bros
C. John Daniel Chemicals
D. Galer & Hults, Inc.

Janitors' Equipment & Supplies (Cont'd)

AIRKEM-CAMDEN INC
Airwick Products For
Odor Control - Cleaning - Disinfecting
Auth. Dist. Advance Floor Machines
2050FairfaxAvChrHl ------ 424-3444

CLAN JANITORIAL SUPPLIES INC
5113CentralHwyPennsauken - 964-5961
(See Advertisement Page 236)

DANZI'S JANITORIAL SUPPLIES
146BlackHorsePikeWmstwn -- 629-1858
(See Advertisement This Page)

Deptford Janitorial Service
524[illegible] ------- 848-5212

GALER & HULTS INC
Leading Brands-Daily Free Delivery
Rte11&Horsham
HorshamPa --------- 215 674-5409

Industrial Maintenance Supplies Inc
136Woodbury-GlassboroRd
Wdbyhts --------------- 853-0828

JOHN DANIEL CHEMICALS
"FOR SUPERIOR MAINTENANCE PRODUCTS"
JANITORIAL SUPPLIES
Dist. Of Johnson Wax Products
& Clarke Floor Machines
CALL 691-2605
[illegible] ------ 691-2605

KELLY V T ASSOCIATES
310[illegible] 547-2080

MEGARGEL BROS
3501HaddonfieldRdPen ---- 665-0432
(See Advertisement Page 236)

ROBERTS BROS INC
StateHwyNo38&SimpsonAv
Pensko --------------- 662-5195

SOUTH JERSEY DUST CONTROL SERVICE
Sales-Rentals-Mats-Mops-Cloths
210HighlandAvWstmnt ----- 964-3334

STANDARD MAINTENANCE SUPPLY CO INC GrantAvFklnvl --------- 694-1400
(See Advertisement This Page)

TAYLOR RENTAL CENTER
BlackHorsePike&BerlinCrossKeysRd
CrossKeys ------------- 227-4242

Japanning

See "Enameling, Japanning & Lacquering"; also "Metal Finishers"

Jeans

See "Men's Clothing & Furnishings" headings; also "Pants"; also "Sportswear" headings; also "Women's Apparel" headings

Jewelers—Retail

(See also Jewelry Buyers)

ACCUTRON AUTHORIZED CENTER— BROWN'S JEWELERS
SouthwoodShoppingCenter
Wdby --------------- 845-7931

BAILEY BANKS & BIDDLE JEWELERS
262EchelonMallVoorheesTwp -- 772-1494
665CherryHillMallCherryHl ---- 662-6910
Bailey Banks & Biddle
DeptfordMallDptfrd ------- 848-3180

BASCO INC
2100StateHwyNo38Cherhl -- 665-5650

Brand Jewelers DeptfordMallDptfrd. 848-3511

Listings of This Classification Are Continued in Next Column

Jewelers—Retail (Cont'd)

(See also Jewelry Buyers)

BRANTS JEWELRY STORE
BlackHorsePikeShoppingCenter
Aud ----------------- 546-7300

BROADWAY JEWELERS OF PITMAN
415BroadwayPit --------- 589-3131
(See Advertisement Page 237)

Brown's Jewelers
1309DelseaDrPaulsbo -------- 423-0520

BROWN'S JEWELERS
SouthwoodShoppingCenter
Wdby --------------- 845-7931
(See Advertisement This Page)

CATTELL'S JEWELERS
53NMainGlsbo --------- 881-2732
(See Advertisement Page 237)

CROSBY JEWELERS
27-S BrdWdbry --------- 845-2382
(See Advertisement Page 237)

Crown Jewel DeptfordMallDptfrd - 848-1884

D'AMICO JEWELERS
33 YRS OF SERVICE
SPECIALIZING IN JEWELRY & WATCH REPAIRS
STONE RESETTING
• BULOVA • CARAVELLE
• TIMEX • ETC • SPEIDEL BANDS
We Buy Diamonds, Jewelry, Rings
Watches, Gold, Silver
Flatware, Coins Etc
"Quality Workmanship To Please Your Pocketbook"
881-5247
Mon. Tue. Thur. Sat. Open 9 AM To 6 PM
Fri 9 AM To 9 PM Closed Wed.
213EllisGlassboro -------- 881-5247

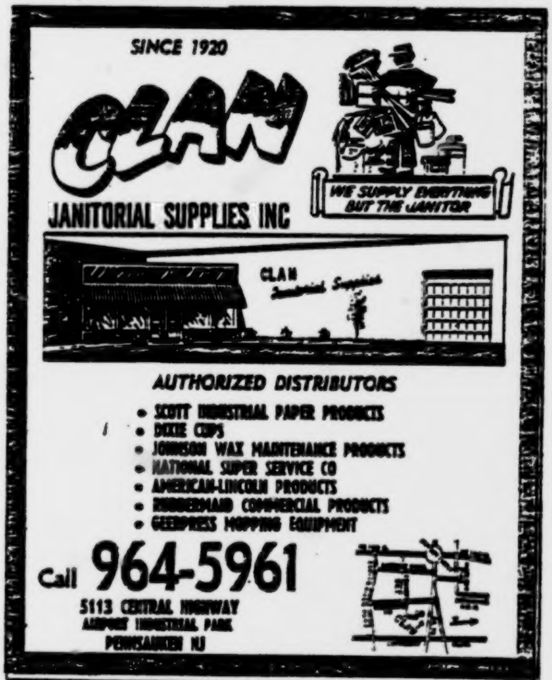
Desert Sun Trading Post
American Indian Jewelry
5CollinsRdMarShr -------- 235-2121

Listings of This Classification Are Continued on Next Page

STANDARD
MAINTENANCE SUPPLY
CO INC

COMPLETE LINE OF
JANITORIAL SUPPLIES
Daily Delivery to South Jersey

Call 694-1400
GRANT AV. FRANKLINVILLE
OVER 30 YRS. EXPERIENCE



SINCE 1920

CLAN
JANITORIAL SUPPLIES INC

WE SUPPLY EVERYTHING BUT THE JANITOR
CLAN Janitorial Supplies

AUTHORIZED DISTRIBUTORS
- SCOTT INDUSTRIAL PAPER PRODUCTS
- DIXIE CUPS
- JOHNSON WAX MAINTENANCE PRODUCTS
- NATIONAL SUPER SERVICE CO
- AMERICAN-LINCOLN PRODUCTS
- RUBBERMAID COMMERCIAL PRODUCTS
- GEERPRESS MOPPING EQUIPMENT

Call 964-5961
5113 CENTRAL HIGHWAY
AIRPORT INDUSTRIAL PARK
PENNSAUKEN NJ

DANZI'S
JANITORIAL SUPPLIES

COMPLETE JANITORIAL SERVICE & SUPPLIES
- WINDOW WASHING • RUG SHAMPOOING
- PAPER SUPPLIES • CHEMICALS
- BRUSHES & BROOMS
- WAXES & SEALERS
- FLOOR MAINTENANCE EQUIP.

FREE DELIVERY

Call 728-1282 or 629-1858
146 BLACK HORSE PK. WILLIAMSTOWN
Between New Brooklyn & Sicklerville Rd.

WALK
-DON'T RUN-
get an
EXTENSION

Megargel BROS.
COMPLETE
JANITORIAL SUPPLIES
Distributors for: CLARKE
MAINTENANCE EQUIPMENT
- SOAPS - DETERGENTS
- BROOMS - BRUSHES
- DEODORANTS
- WAXES - SEALERS
- PAPER TOWELS - TOILET TISSUE
- FLOOR MACHINES - VACUUMS
- BUCKETS & WRINGERS
- TRASH RECEPTACLES

FREE DELIVERY
We Repair Floor Machines and Vacuums
665-0432
3501 Haddonfield Rd. Pennsauken

BEST COPY AVAILABLE

READING LABELS - ACTIVITY 1

Look at the label on the next page and answer the questions below.

1. What company sells this product?

   A. K Mart
   B. Sears
   C. Germicidal
   D. Standard Maintenance Supply

2. What is the address and telephone number of this company?

3. What product does this company sell?

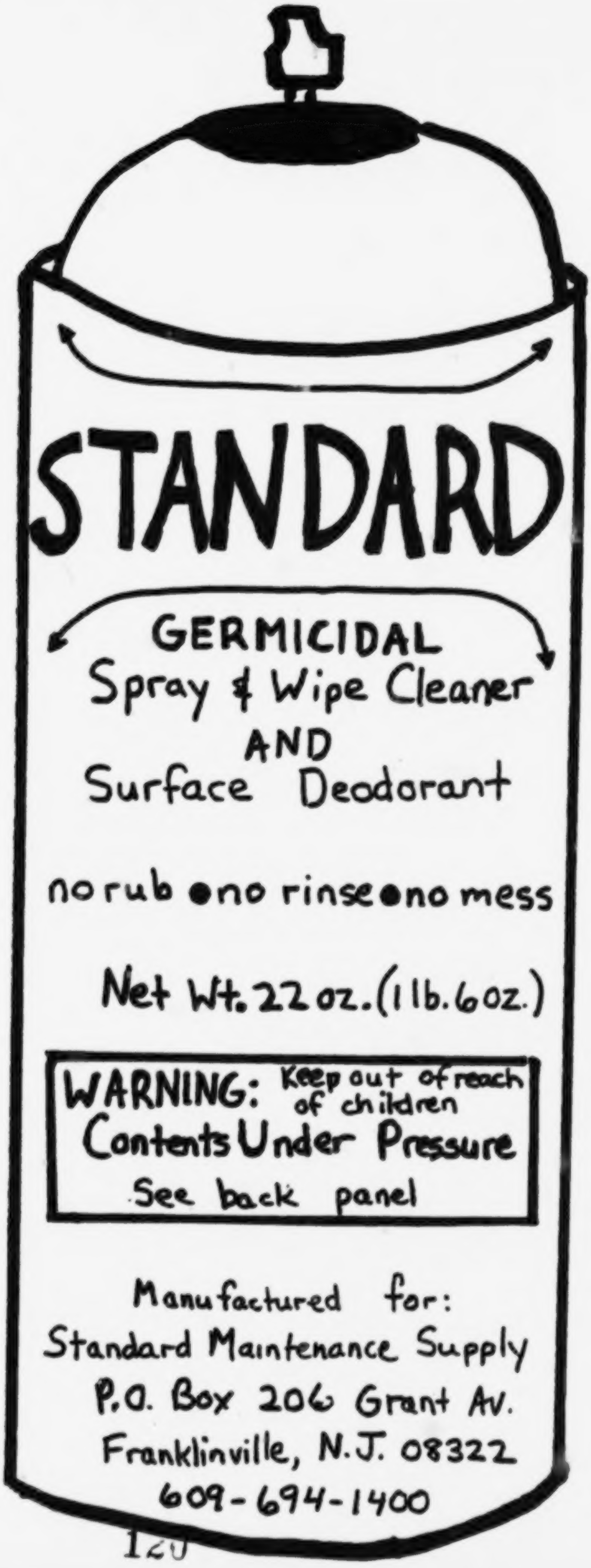
   A. Standard.
   B. No rub, no rinse, no mess
   C. Spray and wipe cleaner
   D. Germicidal

4. What is the WARNING on this label?

   A. No rub, no rinse
   B. Keep out of reach of children, contents under pressure.
   C. Net Wt. 22 oz.
   D. Manufactured for Standard Maintenance Supply.

5. How much does this can of cleaner weigh?

   A. 22 oz.
   B. 206 oz.
   C. Net Wt.
   D. 6 oz.


STANDARD
GERMICIDAL
Spray & Wipe Cleaner
AND
Surface Deodorant
no rub ● no rinse ● no mess
Net Wt. 22 oz. (1 lb. 6 oz.)
WARNING: Keep out of reach of children
Contents Under Pressure
See back panel
Manufactured for:
Standard Maintenance Supply
P.O. Box 206 Grant Av.
Franklinville, N.J. 08322
609-694-1400

READING LABELS - ACTIVITY 2

Look over the label on the next page and answer the questions below. Notice that the front and back of label have been marked for you.

1. What is the name and address of the company that makes this product?

2. What product does this company make?

3. On the front of the label, what warning is given in big letters?

   A. Net 1 gallon
   B. For household use only.
   C. Extra strong
   D. Poison - may cause burns.

4. What caution is given on the back of the label?

   A. Do not soak aluminum utensils in ammonia.
   B. For heavy duty cleaning use ammonia at full strength.
   C. Read carefully warning statement on back panel.
   D. Use 2 cups ammonia to 1 gallon warm water.

5. What antidote does the label give if you get ammonia in your eyes?

   A. Wash with vinegar.
   B. Drink olive oil.
   C. Wash with warm water and call a doctor.
   D. Do not use ammonia with bleach.

6. How much ammonia do you use for general cleaning?

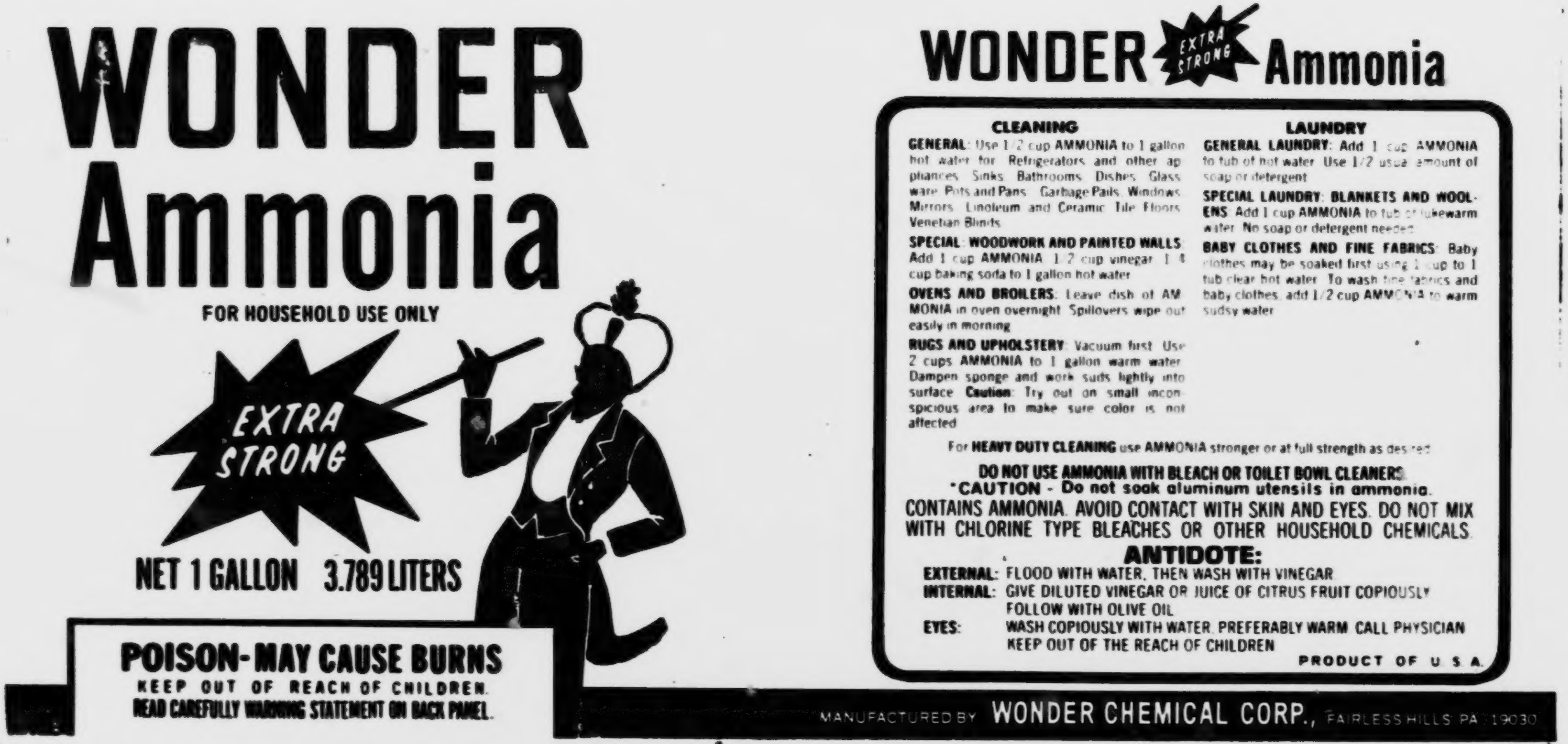
   A. Add 1 cup ammonia to 1/2 cup vinegar and 1 gallon water.
   B. Use 1/2 cup ammonia to 1 gallon hot water.
   C. Use 2 cups ammonia to 1 gallon water.
   D. Add 1 cup ammonia to a tub of hot water.

7. Does the label say that you can mix ammonia with other chemicals?

8. How can you clean an oven with ammonia?

   A. Dump ammonia in the oven.
   B. Leave a dish of ammonia in oven overnight.
   C. Use a tub of hot water and 1 cup ammonia.
   D. Use 1 gallon ammonia.

BEST COPY AVAILABLE



WONDER
Ammonia

FOR HOUSEHOLD USE ONLY

EXTRA STRONG

NET 1 GALLON 3.789 LITERS

POISON-MAY CAUSE BURNS

KEEP OUT OF REACH OF CHILDREN.

READ CAREFULLY WARNING STATEMENT ON BACK PANEL.

WONDER *EXTRA STRONG* Ammonia

CLEANING

GENERAL: Use 1/2 cup **AMMONIA** to 1 gallon hot water for Refrigerators and other appliances Sinks Bathrooms Dishes Glassware Pots and Pans Garbage Pails Windows Mirrors Linoleum and Ceramic Tile Floors Venetian Blinds

SPECIAL: **WOODWORK AND PAINTED WALLS**: Add 1 cup **AMMONIA** 1/2 cup vinegar 1/4 cup baking soda to 1 gallon hot water

OVENS AND BROILERS: Leave dish of AMMONIA in oven overnight Spillovers wipe out easily in morning

RUGS AND UPHOLSTERY: Vacuum first Use 2 cups **AMMONIA** to 1 gallon warm water Dampen sponge and work suds lightly into surface **Caution**: Try out on small inconspicious area to make sure color is not affected

LAUNDRY

GENERAL LAUNDRY: Add 1 cup AMMONIA to tub of hot water Use 1/2 usual amount of soap or detergent

SPECIAL LAUNDRY: **BLANKETS AND WOOLENS**: Add 1 cup **AMMONIA** to tub of lukewarm water No soap or detergent needed

BABY CLOTHES AND FINE FABRICS: Baby clothes may be soaked first using 1 cup to 1 tub clear hot water To wash fine fabrics and baby clothes add 1/2 cup **AMMONIA** to warm sudsy water

For **HEAVY DUTY CLEANING** use **AMMONIA** stronger or at full strength as desired

DO NOT USE AMMONIA WITH BLEACH OR TOILET BOWL CLEANERS.

***CAUTION - Do not soak aluminum utensils in ammonia.**

CONTAINS AMMONIA. AVOID CONTACT WITH SKIN AND EYES. DO NOT MIX WITH CHLORINE TYPE BLEACHES OR OTHER HOUSEHOLD CHEMICALS.

ANTIDOTE:

EXTERNAL: FLOOD WITH WATER, THEN WASH WITH VINEGAR

INTERNAL: GIVE DILUTED VINEGAR OR JUICE OF CITRUS FRUIT COPIOUSLY FOLLOW WITH OLIVE OIL

EYES: WASH COPIOUSLY WITH WATER. PREFERABLY WARM. CALL PHYSICIAN

KEEP OUT OF THE REACH OF CHILDREN

PRODUCT OF U. S. A.

MANUFACTURED BY WONDER CHEMICAL CORP., FAIRLESS HILLS, PA. 19030

Front

Back

READING LABELS - ACTIVITY 3

Read the label on the next page and answer the questions below. The front and back of this label have been marked for you.

1. What company makes this product?

   A. Air Borne
   B. Insect Killer
   C. Malter International Corporation
   D. International Headquarters

2. What product does this company make?

   A. Air Borne
   B. Insect Killer
   C. Malter International Corporation
   D. International Headquarters

3. What is the address and phone number of this company?

4. Match the phrases on the right to the words on the left.

_____	CAUTION:	A.	Shake well before using.
_____	Directions for use:	B.	15 ozs.
_____	Kills:	C.	Wrap container and put in trash.
_____	Net Wt.	D.	Keep out of reach of children.
_____	Disposal	E.	Mosquitoes, flies, small flying moths, and wasps

BEST COPY AVAILABLE

air Borne INSECT KILLER

•SYNERGIZED •NON-RESIDUAL
•CONTACT KILL
•PLEASANT SCENT
•HIGHLY CONCENTRATED

AIR BORNE is authorized by U.S.D.A. for use in federally inspected meat and poultry plants.

DIRECTIONS FOR USE:

In edible product areas of food processing plants, food should be removed or covered during treatment. All food processing surfaces should be covered during treatment or thoroughly cleaned before using. When using the product in these areas, apply only when the facility is not in operation.

SHAKE WELL BEFORE USING

Mosquitoes, Flies, Wasps, and Small Flying Moths: Before spraying, close room, e.g. windows and doors. Direct spray towards the upper portions of the room and saturate the atmosphere with the mist. Spray inside and outside, if necessary, surfaces or screens, doors, window frames and other places where those insects are present. Keep room closed for 5 to 10 minutes before airing. Repeat if necessary. Sweep up and destroy fallen insects.

AIR BORNE is a non-residual insecticide. Contact insects directly whenever possible.

DISPOSAL

DO NOT REUSE EMPTY CONTAINER
WRAP CONTAINER AND PUT IN TRASH COLLECTION.

HAZARDS TO HUMANS AND DOMESTIC ANIMALS:

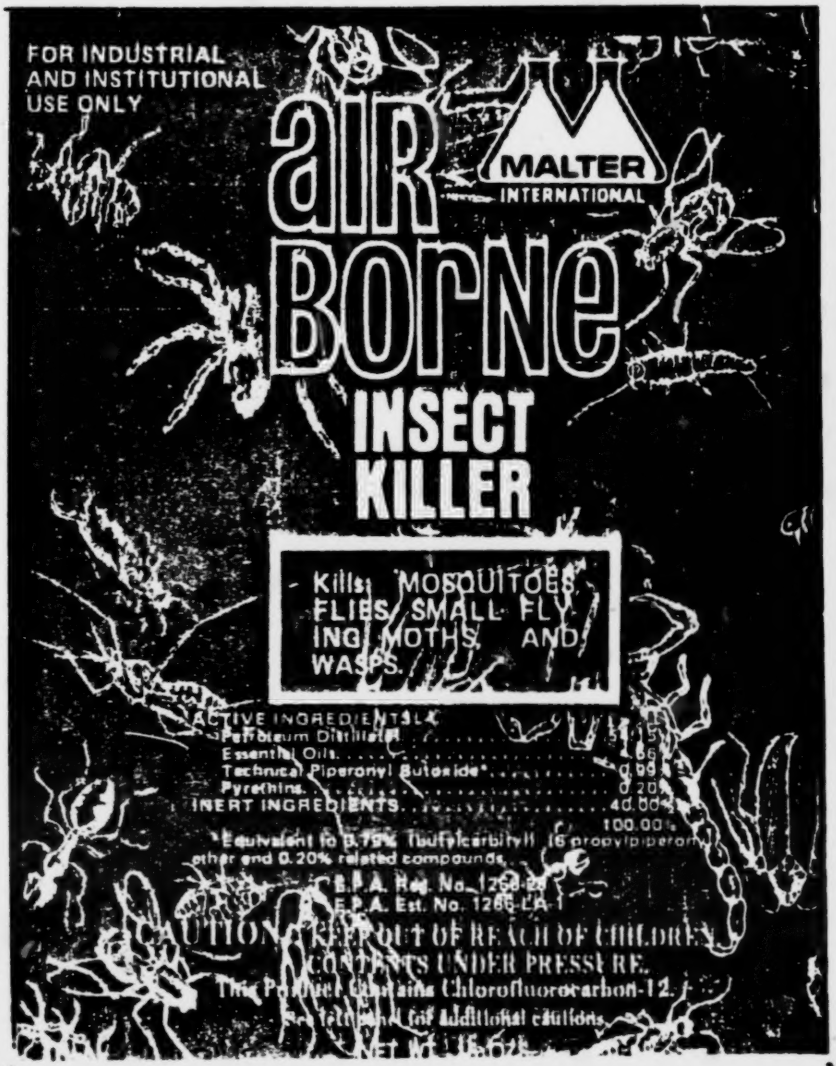
CAUTION: Avoid contamination of foodstuffs. Harmful if swallowed. Remove pets and birds from areas to be sprayed. Cover fish aquariums before spraying. Do not remain in treated areas. Ventilate the area after treatment is completed.

PHYSICAL OR CHEMICAL HAZARDS:

FLAMMABLE. Contents under pressure. Do not use near fire, sparks, or flame. Exposure to temperatures above 130° may cause bursting.

© MALTER INTERNATIONAL CORPORATION 1972
INTERNATIONAL HEADQUARTERS
P.O. Box 6099, New Orleans, Louisiana 70174 U.S.A.
Telephone 504/362-3232 Telex No. 58-4184

Back



FOR INDUSTRIAL AND INSTITUTIONAL USE ONLY

air Borne INSECT KILLER

MALTER INTERNATIONAL

Kills: MOSQUITOES, FLIES, SMALL FLYING MOTHS, AND WASPS.

ACTIVE INGREDIENTS:	
Petroleum Distillate	5[illegible].15%
Essential Oils	1.66%
Technical Piperonyl Butoxide*	0.99%
Pyrethins	0.20%
INERT INGREDIENTS	40.00%
	100.00%

*Equivalent to 0.79% (butylcarbityl) (6-propylpiperonyl) ether and 0.20% related compounds.

E.P.A. Reg. No. 1266-25
E.P.A. Est. No. 1266-LA-1

CAUTION: KEEP OUT OF REACH OF CHILDREN.
CONTENTS UNDER PRESSURE.
This Product Contains Chlorofluorocarbon-12.
See left panel for additional cautions.
NET WT. [illegible]

Front

BUILDING MAINTENANCE ANSWER KEY

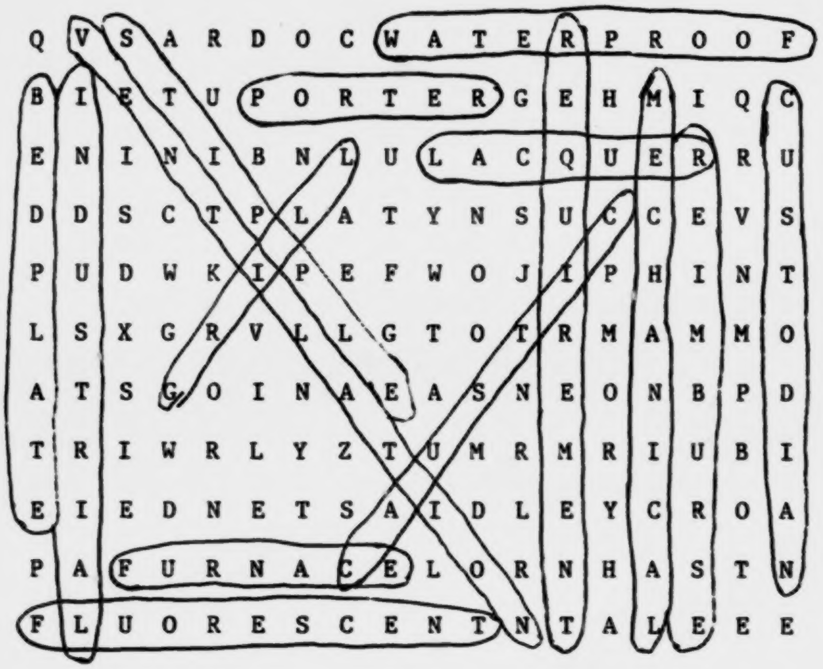
CONTEXT CLUES - ACTIVITY 1

1.	fluorescent	7.	requirement
2.	custodian	8.	caustic
3.	reimbursed	9.	antidote
4.	furnace	10.	lacquer
5.	ventilation	11.	stippling
6.	waterproof	12.	disposal

CONTEXT CLUES - ACTIVITY 2

1. custodian or porter
2. porter or custodian
3. mechanical
4. furnace
5. grill
6. caustic
7. Industrial
8. ventilation

VOCABULARY - WORD SEARCH ACTIVITY



Q	V	S	A	R	D	O	C	W	A	T	E	R	P	R	O	O	F
B	I	E	T	U	P	O	R	T	E	R	G	E	H	M	I	Q	C
E	N	I	N	I	B	N	L	U	L	A	C	Q	U	E	R	R	U
D	D	S	C	T	P	L	A	T	Y	N	S	U	C	C	E	V	S
P	U	D	W	K	I	P	E	F	W	O	J	I	P	H	I	N	T
L	S	X	G	R	V	L	L	G	T	O	T	R	M	A	M	M	O
A	T	S	G	O	I	N	A	E	A	S	N	E	O	N	B	P	D
T	R	I	W	R	L	Y	Z	T	U	M	R	M	R	I	U	B	I
E	I	E	D	N	E	T	S	A	I	D	L	E	Y	C	R	O	A
P	A	F	U	R	N	A	C	E	L	O	R	N	H	A	S	T	N
F	L	U	O	R	E	S	C	E	N	T	N	T	A	L	E	E	E

MAIN IDEA - ACTIVITY 1

1. C
2. A
3. B

MAIN IDEA - ACTIVITY 2

1. D
2. Leaky pipes and water damage
3. A spreading stain on a wall, ceiling, or puddle on the floor
4. Put a waterproof cloth and a bucket on the floor to catch the drip.
5. Turn off the electricity and take off the cover of the ceiling light to let the water out.
6. A

MAIN IDEA - ACTIVITY 3

1. D
2. B
3. C
4. D
5. A

MAIN IDEA - ACTIVITY 4

1. B
2. B
3. C
4. A

DETAILS - ACTIVITY 1

1. Mr. Johns
2. Riverside Warehouse
3. He painted the parking lot curbs.
4. At noon
5. He swept the office floors.
6. He cleaned the bathrooms.

DETAILS - ACTIVITY 2

1. The tube might break.
2. Wear goggles and keep windows open.
3. Accidents happen when workers don't keep their mind on their job.
4. Safety glasses, face shield, and hard hat
5. Yes, stones or sticks could fly up and damage eyes.

DETAILS - ACTIVITY 3

1. C
   A
   E
   B
   F
   D
2. expensive
3. Yes, they will last longer.

DETAILS - ACTIVITY 4

1. B
2. A
3. B
4. C
5. D

CATEGORIZING - ACTIVITY 1

1. Cleaning floors
2. Painting
3. Dusting
4. Cleaning bathrooms
5. Change fuse and trip circuit breaker
6. Yardwork, grounds maintenance

READING DIRECTIONS - ACTIVITY 1

1. D
2. C
3. A
4. C
5. B
6. D

READING DIRECTIONS - ACTIVITY 2

1. Scrub floors.
2. Move the furniture.
3. Wipe away excess water.
4. 4
5. Scrub brush, pail, and soap
6. Sweep the floor.

READING DIRECTIONS - ACTIVITY 3

1. Cleaning a Floor Furnace
2. C
3. D
   C
   E
   B
   A

CHARTS AND DIAGRAMS - ACTIVITY 1

1. C
2. B
3. A
4. B

CHARTS AND DIAGRAMS - ACTIVITY 2

1. C
2. B
3. D
4. B
5. A
6. C

CHARTS AND DIAGRAMS - ACTIVITY 3

1. B
2. A
3. B
4. C
5. D
6. A
7. C

FACT OR OPINION - ACTIVITY 1

1. O
2. O
3. O
4. F
5. O
6. O
7. F
8. F
9. O
10. O
11. O
12. O
13. F
14. O
15. F

FACTS OR OPINION - ACTIVITY 2

1. O, F, F, F, O, O
2. F, F, F, O, O, O

WANT ADS - ACTIVITY 1

1. D
   C
   E
   B
   A
2. D
3. E

WANT ADS - ACTIVITY 2

1. A
2. D
3. B
4. D
5. C
6. B
7. A
8. C
9. D

USING THE PHONE BOOK - ACTIVITY 1

1. C
2. B
3. D
4. B
5. A
6. C
7. C

READING LABELS - ACTIVITY 1

1. D
2. Standard Maintenance Supply
   P. O. Box 206, Grant Avenue
   Franklinville, New Jersey 08322
   609-694-1400
3. C
4. B
5. A

READING LABELS - ACTIVITY 2

1. Wonder Chemical Corp.
   Fairless Hills, PA 19030
2. Ammonia
3. D
4. A
5. C
6. B
7. No
8. B

READING LABELS - ACTIVITY 3

1. C
2. B
3. P. O. Box 6099
   New Orleans, Louisiana 70174
   504-362-3232

4. D
   A
   E
   B
   C

BUILDING MAINTENANCE BIBLIOGRAPHY

Basic Home Repairs, Editors of Sunset Books and Sunset Magazine, Lane Books, Menlo Park, 1974.

Electricity Fundamentals, by Baker and Crow, Howard W. Sams & Company, Inc., 1971.

Home Repair and Improvement, *Plumbing*, by the Editors of Time-Life Books, Time-Life Books, Inc., Publisher, 1976, Time Inc.

Housing Manager, Assistant Housing Manager, David R. Turner, Arco, New York, 1969.

Lawn Boy Maintenance Manual, 1983.

Working in Building Maintenance, Filmstrip #X335F, Educational Directions, Inc., Westport, Conn., 1972.

TRADE RELATED READING PACKET
FOR
DISABLED READERS

DATA ENTRY PACKET

The following skills will be stressed in this packet:

Alphabetizing
Context Clues
Fact or Opinion
Finding Details
Following Directions
Main Idea
Phrase Perception
Tables and Graphs
Vocabulary
Word Perception

DATA ENTRY VOCABULARY LIST

WORDS	DEFINITIONS
Alphabetic Characters - (ăl′ fɔ -bĕt ĭk kăr′ik tərs)	Characters A-Z
Alphanumeric - (ăl′ fə -nōō mĕr′ ĭk)	A combination of both alphabetic and numeric data. This is a term which was brought into use by IBM.
Burst - (bûrst)	To separate continuous form paper into discrete sheets (printouts).
CPU-Central Processing Unit - (sĕn′ trə l prə sēsing)	A unit that accepts data for processing and makes results available for output devices.
Field - (fēld)	A set of card columns set up for specific data.
File - (fīl)	A group of related records.
Hardware - (härd′ wâr′)	Hardware is defined as the physical equipment or devices of a system forming a computer and its peripheral equipment.
Input - (ĭn′ pŏŏt′)	The source data entering the system.
Input Device - (ĭn′ pŏŏt′ dĭ vīs′)	A device that is used to enter data into the data processing system.
Item Cost - (ī′ təm kôst)	The cost of one item.
Machine Language (mə shēn′ lăng′ gwĭj)	
Symbolic Language - (sĭm bŏl′ ik lăng′ gwĭj)	Computer programs may be written in either machine language or symbolic language. A machine language program can be used directly by the computer but it is difficult for the programmer to use. Symbolic languages are more meaningful to the programmer but they must later be translated into machine language before they can be used by the computer.
Manual Control - (măn′ yōō əl kən trōl)	A function performed which is not under the control of a program.

WORDS	DEFINITIONS
Match - (măch)	To compare two records and find records that match.
Merge - (mûrj)	To combine two files.
Numeric Characters - (nōō mĕr′ ik kär ik tərs)	Characters 0-9
Object Program - (əbjekt′ prō′ grăm)	A source program which has been translated by the compiler into a machine language program.
Offline - (ôf′ līn)	A device which is not connected directly to the system.
Online - (ŏn līn)	A device which is connected directly to the system.
Output - (out′ po͝ot′)	The finished result, the end product of the system.
Output Device - (out po͝ot dĭ vīs)	A device that accepts data from the system and records it.
Processing - (prə sĕsing)	The planned processing steps necessary to change the data into desired result.
Program - (prō grăm)	A series of logical instructions written for the computer.
Program Control - (prō grăm′ kən trōl)	A function performed under the control of a program.
Programmer - (prō grăm′ ər)	An individual who writes the logical instructions for the computer to follow.
Quantity - (kwŏn′ tə tē)	The number of a specific item.
Record - (rĕk′ ərd)	A group of related data items.
Software - (sôft′ wâr)	Software consists of the totality of programs and routines that are used to extend the capabilities of the computer.
Sort - (sôrt)	To arrange cards or records in a predetermined sequence.

WORDS	DEFINITIONS
Source Document - (sôrs dŏk´ yə ment)	A source of data.
Source Program - (sôrs prō´ grăm´)	A program written in a symbolic language.
Special Characters - (spĕsh´ əl kăr´ ik tərs)	Characters such as: . , ¢ $ % @ # etc.
Specification Sheets - (spĕs´ ə fi kā´ shən shēt)	Special coding forms which must be used when writing programs in RPG II (REPORT PROGRAM GENERATOR).

VOCABULARY AND DEFINITIONS SEARCH - ACTIVITY 1

Direction: Match the vocabulary word at the left with the definition at the right. Use your Data Entry List at the front of this packet to help you.

1. _____ quantity
2. _____ burst
3. _____ input
4. _____ field
5. _____ alphabetic characters
6. _____ file
7. _____ match
8. _____ online
9. _____ program
10. _____ record
11. _____ source document
12. _____ sort

a. A group of related records

b. A group of related data items.

c. The number of a specific item.

d. A series of logical instructions.

e. To separate continuous form paper into discrete sheets (printouts).

f. To arrange cards or records in a predetermined sequence.

g. The source data entering the system.

h. A source of data.

i. To compare two records and find records that match.

j. A device which is connected directly to the system.

k. Characters A - Z

l. A set of card columns set up for specific data.

ALPHABETIZING DATA ENTRY TERMS - ACTIVITY 2

Directions: Put the following words into alphabetical order.

A. manual ____________________
merge ____________________
match ____________________
manual control ____________________
machine language ____________________
main storage ____________________

B. online ____________________
output device ____________________
option ____________________
object program ____________________
offline ____________________
output ____________________

C. processing ____________________
programmer ____________________
printout ____________________
program control ____________________
processing unit ____________________
program ____________________

D. symbolic language ____________________
source program ____________________
software ____________________
specification sheets ____________________
source document ____________________
special characters ____________________

COMPUTER PUZZLE - ACTIVITY 3

Directions: Unscramble the word and fill in the blanks. Put the circled letter for each word on the space provided under the words. Use the word box at the bottom of the page to help you.

1.	c m t a h	1.	___ ___ ___ ◯ ___
2.	u t o p u t	2.	___ ___ ◯ ___ ___ ___
3.	r p m r a g o	3.	___ ___ ___ ___ ___ ___ ◯
4.	u i t n p	4.	___ ___ ◯ ___ ___
5.	r t b s u	5.	___ ◯ ___ ___ ___
6.	a f o w r s e t	6.	___ ___ ___ ◯ ___ ___ ___ ___
7.	d e w h r a r a	7.	___ ___ ___ ___ ___ ___ ___ ◯
8.	m r n e u c i	8.	___ ___ ___ ___ ◯ ___ ___
9.	c r s u o e	9.	◯ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___

If your answers are correct the circled letters spell out something that will play a big part in your future.

Word Box

- burst
- software
- output
- match
- program
- numeric
- input
- source
- hardware

USING CONTEXT CLUES - ACTIVITY 4

Directions: Read the following paragraph and from the word box at the bottom of the page fill in the missing words.

HOW TO PLAN THE PROGRAM CARD

* How a Program Card is Used. A program __________ is an ordinary punch card that has been __________ with codes that "tell" the __________ machine what you want it to __________. Once the program card has been properly __________ it is placed in the program __________ of the keypunch machine; then as you go on to punch individual cards, certain __________ are performed automatically.

The codes punched in the program card control the keypunch __________ in punching the fields of __________ card. Punches in the program card make the keypunch machine __________ automatically from numeric to __________ punching as the situation requires. They may also provide for automatic skipping or __________ duplicating of a field.

Word Box

keypunch	alphabetic	automatic	card
each	punched	unit	functions
shift	do	machine	coded

*Printed from Keypunch Practice, Helen J. Beldecos and W. Robert Prosser, the H.M. Rowe Company, Baltimore, Maryland, 1978, p. 19.

WORD PERCEPTION - ACTIVITY 5

Directions: Move your eyes rapidly down the columns. Each time you see the key word in the column, draw a line under the word. Try to finish the activity in less than 35 seconds. The first one has been done for you.

Begin Timing.

Column A
Key Word: burst

bunch
burst
batch
basic
bunch
burst
basic
burst
batch
batch
basic
burst
begin
batch
bunch
burst
begin
basic

burst
bunch
batch
burst
basic
begin
bunch
batch
basic
burst
begin
burst
batch
basic
burst
begin
batch
burst

Column B
Key Word: programmer

program
programmed
programmer
program
progress
programmed
processed
programmer
processed
program
programmer
programmed
process
programmer
processed
program
programmer
programmed

programmer
process
program
processed
progress
programmer
programmed
programmer
processed
program
process
program
programmer
processed
programmer
process
progress
program

Time: ______________

Number Correct: ___________

WORD PERCEPTION - ACTIVITY 6

Directions: Moving your eyes rapidly across each line, quickly underline the word each time it appears on the same line. Try to finish this activity in less than 35 seconds. The first one has been done for you.

Begin Timing

1. output:	online	offline	output	online	output	online
2. input:	input	intense	insert	input	insert	input
3. disk:	data	disk	dice	disk	disk	dent
4. burst:	batch	burst	burst	batch	burst	batch
5. program:	program	process	programmer	program	process	program
6. field:	fill	field	fit	field	fill	field
7. sort:	set	sort	sense	sort	set	sort
8. merge:	manage	mend	merge	more	merge	mend
9. data:	disk	data	disk	deduct	data	disk
10. compiler:	compiler	complete	compose	compiler	compile	compose
11. storage:	select	store	storage	storage	store	select
12. item:	insert	input	item	insert	input	item
13. offline:	offer	offline	online	onset	offline	online
14. file:	file	face	field	fill	file	file
15. system:	select	system	system	systems	select	system

Time: __________

Number Correct: __________

PHRASE PERCEPTION - ACTIVITY 7

SPEED AND ACCURACY

A data entry programmer must be able to understand a task and do it speedily. Not only is speed important but so is accuracy. A person who emphasizes speed at the expense of accuracy will find many errors in his/her work. This activity will give you practice in speed and accuracy.

Directions: Moving your eyes rapidly across each line, quickly put a check next to each address that is exactly the same. Try to finish this activity in less than 35 seconds.

Begin Timing ________

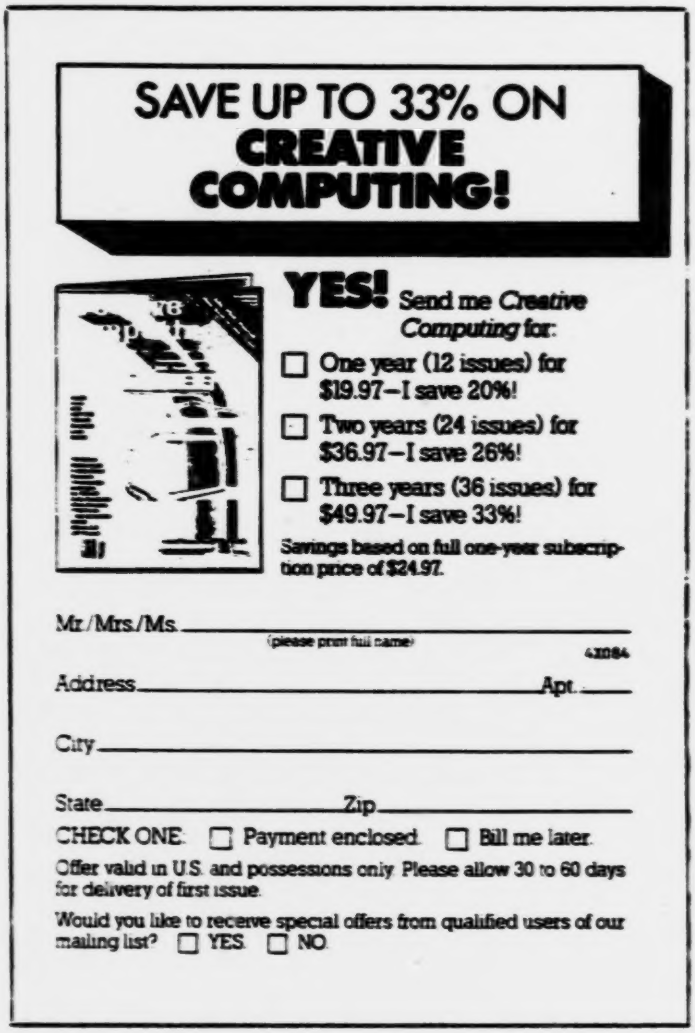
_____	1.	5223 West Drive	5223 West Drive
_____	2.	4653 Forest Avenue	4653 Forest Avenue
_____	3.	9168 Park Place	9168 Park Drive
_____	4.	2818 Hampton, Va.	2818 Hampton, RI.
_____	5.	429 N.W. Drive	429 W.N. Drive
_____	6.	32 Dartman Lane	32 Dartmans Lane
_____	7.	3457 Craig Street	3457 Craig Street
_____	8.	Woodland, Avenue	Woodland, Avenue
_____	9.	1508 Glen Ridge Dr.	1508 Glen Ridge Dr.
_____	10.	1296 N.W. Park Drive	1269 N.W. Park Drive
_____	11.	Newport, N.J.	Newport, N.Y.
_____	12.	8282 Elm Street	8282 Elm Street
_____	13.	2046 Oak Road	2046 Oak Road
_____	14.	3961 Ridge Blvd.	3961 Ridge Blvd.
_____	15.	643 Oakview Street	634 Oakview Street
_____	16.	Hammond City, S.C.	Hammond City, S.C.

Time: ________ seconds

Number Correct ________

FOLLOWING DIRECTIONS - ACTIVITY 8

Directions: Read the questions below and follow directions.



SAVE UP TO 33% ON **CREATIVE COMPUTING!**

YES! Send me *Creative Computing* for:

☐ One year (12 issues) for $19.97—I save 20%!

☐ Two years (24 issues) for $36.97—I save 26%!

☐ Three years (36 issues) for $49.97—I save 33%!

Savings based on full one-year subscription price of $24.97.

Mr./Mrs./Ms. ______________________
(please print full name)
43084

Address ______________________ Apt. ____

City ______________________

State ______________ Zip ______________

CHECK ONE: ☐ Payment enclosed ☐ Bill me later

Offer valid in U.S. and possessions only. Please allow 30 to 60 days for delivery of first issue.

Would you like to receive special offers from qualified users of our mailing list? ☐ YES ☐ NO

1. Put your name on the blank space provided for you.

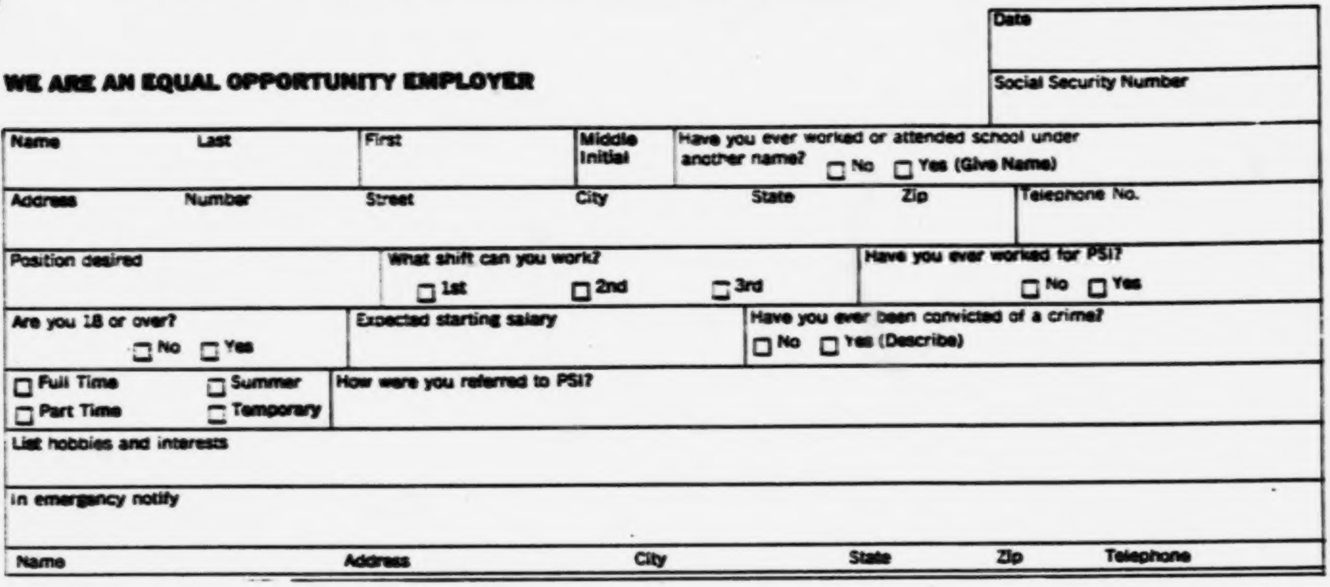
2. You would like a two years subscription to Creative Computing. Put a check in the correct box.

3. You do not want to be on the mailing list for special offers. Put a check in the correct box.

4. Check the box to show that you wish to pay later for your subscription.

FOLLOWING DIRECTIONS - ACTIVITY 9

Directions: Read and answer the following questions.



	Date
WE ARE AN EQUAL OPPORTUNITY EMPLOYER	Social Security Number

Name Last | First | Middle Initial | Have you ever worked or attended school under another name? ☐ No ☐ Yes (Give Name)

Address Number | Street | City | State | Zip | Telephone No.

Position desired | What shift can you work? ☐ 1st ☐ 2nd ☐ 3rd | Have you ever worked for PSI? ☐ No ☐ Yes

Are you 18 or over? ☐ No ☐ Yes | Expected starting salary | Have you ever been convicted of a crime? ☐ No ☐ Yes (Describe)

☐ Full Time ☐ Summer ☐ Part Time ☐ Temporary | How were you referred to PSI?

List hobbies and interests

In emergency notify

Name | Address | City | State | Zip | Telephone

1. According to the application what name should you put first?

____

2. If you only wanted to work for a few weeks because you are moving to another state, what would you check?

   a. full-time c. summer
   b. part-time d. temporary

3. Which word below means hobby or interest?

   a. church c. math
   b. fishing d. work

4. Whose name should you put down in case of an emergency?

   a. teacher c. principal
   b. neighbor d. parent/guardian

5. If you wanted to work from four in the afternoon until midnight, which shift should you check?

   a. 1st
   b. 2nd
   c. 3rd

6. What information do they want you to put down in case of an emergency?

____

____

FOLLOWING DIRECTIONS - ACTIVITY 10

Directions: Use the form to fill in the data below.

LOAN PAYMENT LISTING

Name	Amount	Interest	Payments
Total Customers			

1. Under name, put the following customers, B. Walden, C. Long, D. West, T. Smith, S. Lange.
2. Fill in number of total customers.
3. Under Amount, fill in 609 for customer, D. West.
4. Under Interest, put 58.4 for customer, B. Walden.
5. Under Payments, fill in 45.93 for customer, S. Lang.

FOLLOWING DIRECTIONS - ACTIVITY 11

Directions: Read the following instructions and answer the questions below.

Some Helpful Hints on Diskette Handling

When you're not using a diskette, keep it in the cardboard envelope it came it. Put the diskette in the envelope before writing on the label so that the label is visible through the cut-away front of the envelope. Always handle the diskette by the label area to avoid touching the recording surface. Fingerprints on the surface can cause permanent disk errors. Use a file folder or carrier envelope to carry the diskette. If mailing diskettes, place in a box or heavy cardboard mailer to prevent bending or contact with stray magnetic fields as can be encountered in normal shipping and handling.

1. According to the instructions, how should you carry a diskette?

   ____

2. Why should you avoid handling a diskette?

   ____

3. When not using a diskette how should it be stored?

   ____

4. When mailing a diskette, why is it important to send it in a heavy box?

   ____

MAIN IDEA - ACTIVITY 12

Directions: Read the passage below and answer the questions that follow.

* Large computers, sometimes called "mainframes," are capable of processing large amounts of data with very fast processing speeds.

These machines are also capable of accessing billions of characters of data stored on auxiliary storage devices such as magnetic disks. Large computers also have the capability of allowing other computers or terminals located at remote sites to communicate with them. This capability for "data communications" often requires the speed and sophistication of these computers.

Despite their capabilities, there are those in the data processing industry who support almost exclusive use of smaller computers; and these people have termed the large computers "dinosaurs" because they are large and according to these people, will soon be extinct.

Despite these claims, however, it appears that large computers will continue to form the backbone of the business data processing community. The increased needs of business for storing large amounts of data and the increasing use of data communications in the business environment will require the large machines.

1. This passage could be entitled:

   a. Some Like It Small
   b. Dinosaurs Makes The Difference
   c. Large But Capable
   d. Use and Misuse of Computers

2. The paragraph suggests that large computers are:

   a. too big.
   b. rare and expensive.
   c. scarce and of poor quality.
   d. capable of many functions.

3. The paragraph is in favor of:

   a. outlawing the use of large computers.
   b. promoting the use of large computers.
   c. enforcing small companies to buy large computers.
   d. forbidding companies to replace large computers with smaller units.

*Printed from: Introduction To Computers and Data Processing, Cashman and Shelly, Anaheim Pub. Co., 1980, p. 1.27.

MAIN IDEA AND SUPPORTING DETAILS - ACTIVITY 13

Directions: Read the passages and answer the questions that follow.

* A. For all of the data entry jobs - except for that of the card-to-tape operator - you'll need to know how to type on a keyboard at 40 to 50 words per minute. Data entry jobs usually do not call for more than a high school diploma. Many employers provide on-the-job training lasting a week or two, but you should be aware that some vocational education programs, technical schools, and junior colleges offer training in using data entry equipment.

1. A good title for this paragraph could be:

   a. Computer Careers
   b. Training Makes the Difference
   c. How to Operate a Computer
   d. Big Bucks in Computer Jobs

2. The main idea of the paragraph suggests that training for a data entry job:

   a. is very difficult.
   b. is not very popular.
   c. is offered in a variety of ways.
   d. is a waste of time.

* B. A data entry trainee earns between $8,000 and $12,00 a year, a data entry operator earns $8,700 to $12,000. A senior data entry operator earns $9,300 to $12,200, and a lead data entry operator earns $11,200 to $14,300.

1. According to the author the salary for a senior data entry operator is between ________________ and ______________.

2. What is the highest salary a trainee can earn? __________________

* C. Most data entry workers are employed by manufacturing firms, banks, insurance companies, government agencies, and firms that deal in wholesale and retail trade. Most job opportunities for data entry operators are located in urban areas.

5. Most job opportunities for data entry operators are found in:

   a. the United States.
   b. large manufacturing firms.
   c. wholesale and retail trade.
   d. urban areas.

*Printed from - Computer Careers, Fawcett Columbine, Ballantine Books, 1981, p. 17, 18.

MAIN IDEA & SUPPORTING DETAILS - ACTIVITY 14

Directions: Read the passage below and answer the questions.

Success in business is based not only on your ability, but also on your attitude toward your work. Courses in school can provide you with the knowledge and the skills to help you do a job well. But your attitude is your responsibility. If you like your work, you will probably have a positive attitude. If you dislike your work, your attitude may be negative. No one likes to be around a person with a negative attitude.

Having a positive attitude involves many things. You should show enthusiasm for your work and an interest in those with whom you work. You should always be willing to learn something new. Having a goal or something for which you are working is also important. But perhaps the most important part of a positive attitude is being able to get along well with others. To do this, you must understand yourself. Then you need to understand the people you work with and how to work well with them. Working well with others can be the key to success.

1. A good title for this passage could be:

    a. The World of Business
    b. The Importance of a Positive Attitude
    c. The Key to Success
    d. How to Build a Positive Attitude

2. Which idea does the paragraph develop?

    a. Success in business is based on your attitude.
    b. Success in business is based on your education.
    c. Success in business is based on your ability to do the job.
    d. Success in business is all luck.

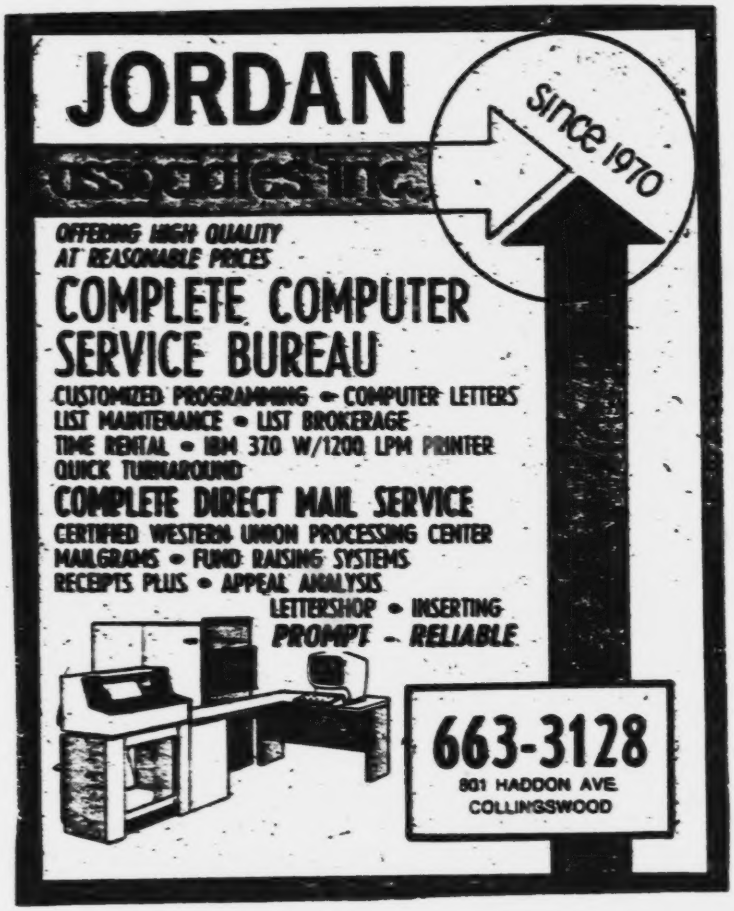
3. Put a check mark next to each detail stated in the passage.

    a. _____ Your attitude is your responsibility.
    b. _____ No one likes to be around a person with a poor attitude.
    c. _____ If you have a good attitude you don't have to worry about being nice to the people you work with.
    d. _____ Having a goal is very important.
    e. _____ The key to success is working well with others.
    f. _____ When you are friends with the boss your attitude is less important.
    g. _____ It is the school's responsibility to teach you how to have a positive attitude.

SCANNING FOR DETAILS - ACTIVITY 15

Directions: Scan these ads quickly and then answer the questions that follow.

A.



JORDAN

associates inc.

since 1970

OFFERING HIGH QUALITY
AT REASONABLE PRICES

COMPLETE COMPUTER SERVICE BUREAU

CUSTOMIZED PROGRAMMING • COMPUTER LETTERS
LIST MAINTENANCE • LIST BROKERAGE
TIME RENTAL • IBM 370 W/1200 LPM PRINTER
QUICK TURNAROUND

COMPLETE DIRECT MAIL SERVICE

CERTIFIED WESTERN UNION PROCESSING CENTER
MAILGRAMS • FUND RAISING SYSTEMS
RECEIPTS PLUS • APPEAL ANALYSIS
LETTERSHOP • INSERTING
PROMPT - RELIABLE

663-3128
801 HADDON AVE.
COLLINGSWOOD

1. Where is Jordan's located?

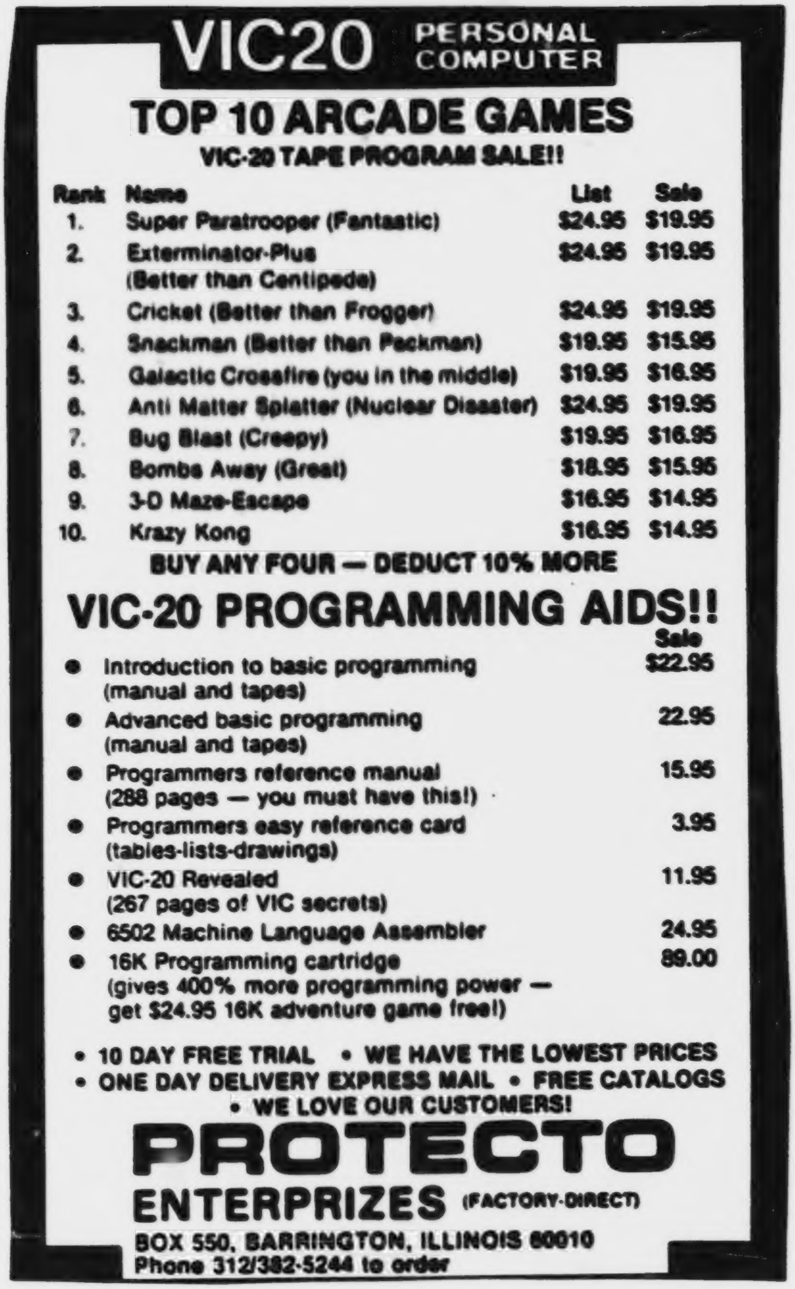
____

2. Can you buy a high speed Z80 at Jordan's? ______________

3. How long has Jordan's been in business? ______________

4. If you wanted to send a mailgram could you do that at Jordan's? ________

B.



VIC20 PERSONAL COMPUTER

TOP 10 ARCADE GAMES

VIC-20 TAPE PROGRAM SALE!!

Rank	Name	List	Sale
1.	Super Paratrooper (Fantastic)	$24.95	$19.95
2.	Exterminator-Plus (Better than Centipede)	$24.95	$19.95
3.	Cricket (Better than Frogger)	$24.95	$19.95
4.	Snackman (Better than Packman)	$19.95	$15.95
5.	Galactic Crossfire (you in the middle)	$19.95	$16.95
6.	Anti Matter Splatter (Nuclear Disaster)	$24.95	$19.95
7.	Bug Blast (Creepy)	$19.95	$16.95
8.	Bombs Away (Great)	$18.95	$15.95
9.	3-D Maze-Escape	$16.95	$14.95
10.	Krazy Kong	$16.95	$14.95

BUY ANY FOUR — DEDUCT 10% MORE

VIC-20 PROGRAMMING AIDS!!

	Sale
● Introduction to basic programming (manual and tapes)	$22.95
● Advanced basic programming (manual and tapes)	22.95
● Programmers reference manual (288 pages — you must have this!)	15.95
● Programmers easy reference card (tables-lists-drawings)	3.95
● VIC-20 Revealed (267 pages of VIC secrets)	11.95
● 6502 Machine Language Assembler	24.95
● 16K Programming cartridge (gives 400% more programming power — get $24.95 16K adventure game free!)	89.00

• 10 DAY FREE TRIAL • WE HAVE THE LOWEST PRICES
• ONE DAY DELIVERY EXPRESS MAIL • FREE CATALOGS
• WE LOVE OUR CUSTOMERS!

PROTECTO
ENTERPRIZES (FACTORY-DIRECT)
BOX 550, BARRINGTON, ILLINOIS 60010
Phone 312/382-5244 to order

1. If you wanted to place an order for the game "Krazy Kong" how would you go about ordering? ______________________________

____

2. In order to get a 10% discount on your order, how many games do you need to order? ______________________________

____

3. What is the price of the manual and tapes for the advance basic programming?

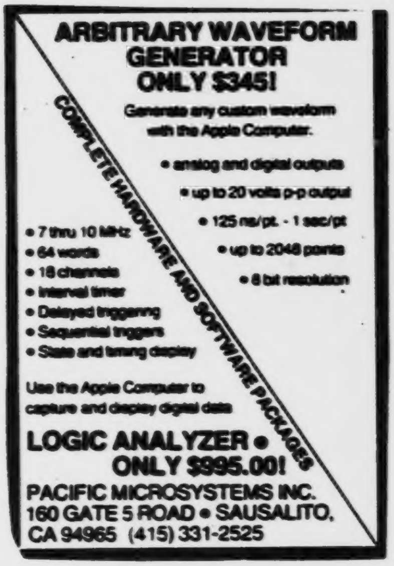
____

4. What is the list price for the game Bug Blast? ________________

____

C.

Add 1



ARBITRARY WAVEFORM GENERATOR ONLY $345!

Generate any custom waveform with the Apple Computer.

- analog and digital outputs
- up to 20 volts p-p output
- 125 ns/pt. - 1 sec/pt
- up to 2048 points
- 8 bit resolution

COMPLETE HARDWARE AND SOFTWARE PACKAGES

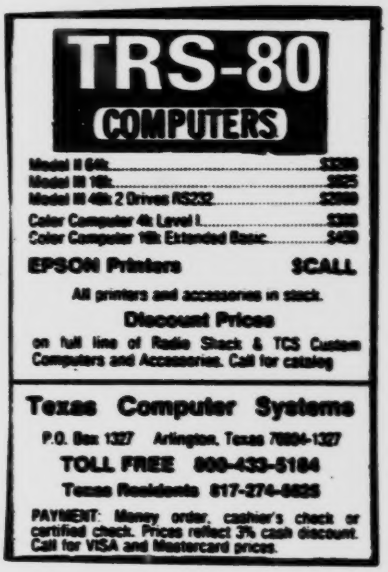
- 7 thru 10 MHz
- 64 words
- 18 channels
- Interval timer
- Delayed triggering
- Sequential triggers
- State and timing display

Use the Apple Computer to capture and display digital data

LOGIC ANALYZER • ONLY $995.00!

PACIFIC MICROSYSTEMS INC.
160 GATE 5 ROAD • SAUSALITO,
CA 94965 (415) 331-2525

Add 2



TRS-80 COMPUTERS

Model II 64k $3399
Model III 16k $925
Model III 48k 2 Drives RS232 .... $2099
Color Computer 4k Level I $399
Color Computer 16k Extended Basic $459

EPSON Printers $CALL

All printers and accessories in stock.

Discount Prices

on full line of Radio Shack & TCS Custom Computers and Accessories. Call for catalog

Texas Computer Systems

P.O. Box 1327 Arlington, Texas 76004-1327
TOLL FREE 800-433-5184
Texas Residents 817-274-5625

PAYMENT: Money order, cashier's check or certified check. Prices reflect 3% cash discount. Call for VISA and Mastercard prices.

1. What number do you call in Add 1 if you live in Texas?

____

2. Does Pacific Microsystems Inc. sell hardware and software?

____

3. What discount does the Texas Computer Systems give if you pay cash for your purchase? ____________________________

4. What are the names of the computers in Add 1 and Add 2?

__________________ and __________________

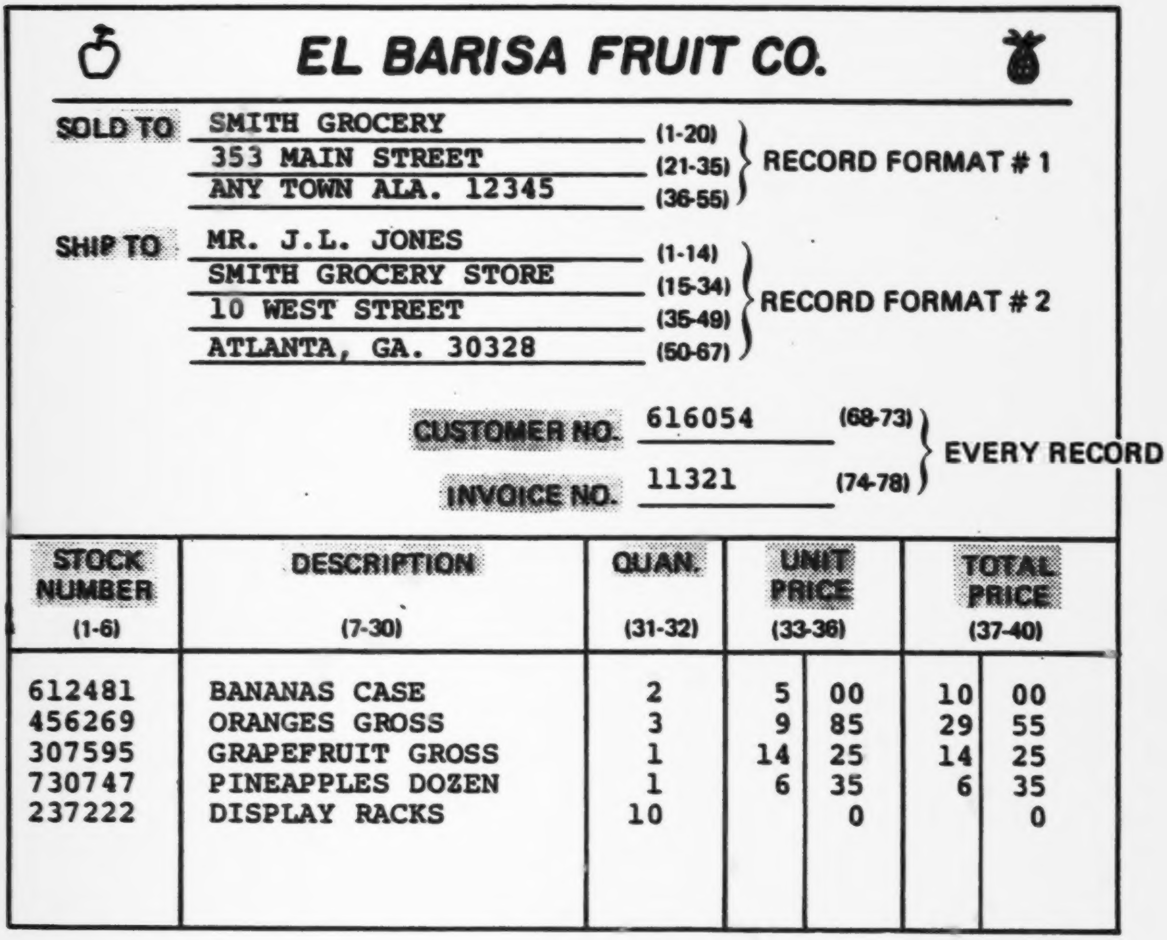
5. How much would a Model 111 16K cost in Add 1? ________________

BESI COPY AVAILABLE

FINDING DETAILS IN FORMS - ACTIVITY 16

Directions: Use the form below to answer the following questions.

*



EL BARISA FRUIT CO.

SOLD TO
SMITH GROCERY (1-20)
353 MAIN STREET (21-35)
ANY TOWN ALA. 12345 (36-55)
} RECORD FORMAT # 1

SHIP TO
MR. J.L. JONES (1-14)
SMITH GROCERY STORE (15-34)
10 WEST STREET (35-49)
ATLANTA, GA. 30328 (50-67)
} RECORD FORMAT # 2

CUSTOMER NO. 616054 (68-73)
INVOICE NO. 11321 (74-78)
} EVERY RECORD

STOCK NUMBER (1-6)	DESCRIPTION (7-30)	QUAN. (31-32)	UNIT PRICE (33-36)		TOTAL PRICE (37-40)	
612481	BANANAS CASE	2	5	00	10	00
456269	ORANGES GROSS	3	9	85	29	55
307595	GRAPEFRUIT GROSS	1	14	25	14	25
730747	PINEAPPLES DOZEN	1	6	35	6	35
237222	DISPLAY RACKS	10		0		0

1. How many different types of fruit were ordered? ________________
2. How many display racks is the customer ordering? ________________
3. Who was the order sold to? ________________________________
4. Is the order to be shipped to the same location? ________________

5. What is the total price of a dozen pineapples? ____________________

6. What is the stock number for the grapefruit? ____________________

7. What is the unit price for a gross of oranges? ____________________

8. How many cases of bananas were ordered? ____________________

9. What is the invoice number? ____________________

10. How much do the display racks cost? ____________________

*Printed from 3741 Data Station Basic Operator Training, Media Support, New York, 1973, p. 53.

FINDING DETAILS IN FORMS - ACTIVITY 17

Directions: Use these forms to answer the following questions.

A.

Department Number	Employee Name	Social Security Number	Pay Rate
14	Adam Smith	621-28-6103	6.95
23	Anna Rowe	568-82-4616	3.96
46	Bill Jones	729-53-2961	4.98
82	Ted Kasel	479-32-2236	8.70
6	Jane Andrews	418-43-5828	9.80
11	Matt Thomas	201-38-9870	9.59

1. Which employee receives the highest pay rate? ____________
2. What is Ted Kasel's department number? ____________
3. Whose social security number is 568-82-4616? ____________
4. Who has the lowest pay rate per hour? ____________

B.

Player I.D.	Player Name	Score Game 1	Score Game 2	Score Game 3
14	Jon Mundy	143	185	160
19	Domanic Costa	166	200	170
22	Sam Davidson	184	178	182
44	Vince Brown	222	175	165
36	Mike Ward	183	180	186

1. Which bowlers did better in Game 3 than they did in Game 1?

   ____

2. Which player had the most consistant scores? ____________
3. What is Sam Davidson's I.D. number? ____________

FACT OR OPINION - ACTIVITY 18

Directions: Put a check mark by all the statements that could be proven.

_____ 1. A computer is a machine that handles information with amazing speed.

_____ 2. The fastest computers can do millions of arithmetic problems in a few seconds.

_____ 3. In the year 2000, cars will be completely computerized.

_____ 4. Many banks have computers to record the amount of money deposited and withdrawn by each customer.

_____ 5. Computers will replace teachers in the next twenty years.

_____ 6. Astronauts use computers to keep their spaceships on course.

_____ 7. Some people almost worship the computer.

_____ 8. Employment in 1990 will drop because more and more work will be done by computers.

_____ 9. A computer cannot think.

_____ 10. A computer handles information in the form of numbers.

_____ 11. A computer can be used to figure out employee's wages.

_____ 12. Computers are causing people to become lazy.

_____ 13. People are being discouraged from learning certain jobs since the computer can do it better and faster.

_____ 14. Computer salespeople are sly and underhanded.

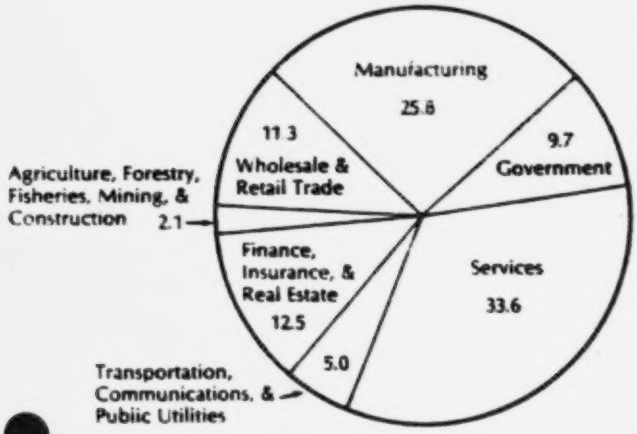
_____ 15. The keyboard on a computer is similar to a typewriter.

READING A GRAPH - ACTIVITY 19

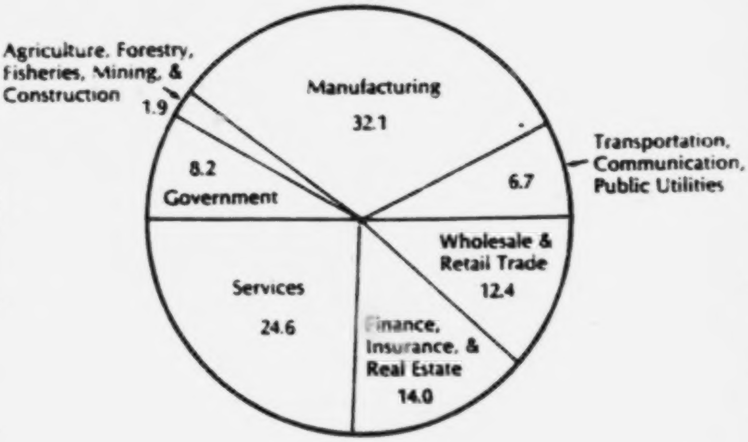
Directions: Look at the graphs below to find the answers to the questions at the bottom of the page.

*

EMPLOYMENT OF COMPUTER WORKERS BY INDUSTRY (PROJECTED) 1990



EMPLOYMENT OF COMPUTER WORKERS BY INDUSTRY 1970



1. In the 1990's what percentage of workers will be needed in government? ____________________

2. The lowest number of workers in the 1970's was ____________________

____

3. Which three groups will need more employees in the 1990's than they needed in the 1970's? ____________________, ____________________, ____________________

4. Which group of workers showed the greatest decrease in 1990 over 1970? ____________________

*Source: Bureau of Labor Statistics

BEST COPY AVAILABLE

READING A TABLE - ACTIVITY 20

Directions: Examine the chart below to find the answers to the questions at the bottom of the page.

*

TABLE 4-1.

Similarity Between Control Functions Performed by the Human Brain and Those Performed by the Control Unit of the CPU

HUMAN BRAIN CONTROL FUNCTIONS	CONTROL UNIT CONTROL FUNCTIONS
Five basic senses	Input devices
Storing and retrieving of information from memory	Storing and retrieving of data from the storage unit
Ability to solve analytical problems and make decisions	The operations of the arithmetic/logic unit
Ability to communicate verbally, in writing, etc.	Output devices
Order in which we perform the above operations	Order in which instructions are to be executed

1. How many similarities between human brain control functions and control unit control functions? ____________________

2. What control unit control function is similar to the human brain control function of being able to communicate verbally or in writing? ____________________

3. Which human brain control function is the equivalent of input devices? ____________________

4. Which control unit control function is similar to the human brain's ability to solve analytical problems and make decisions?

____

*Chart Printed from: Introduction to Computer by William M. Fuori, 2nd Edition, Prentice-Hall, Inc.

BEST COPY AVAILABLE

DATA ENTRY ANSWER KEY

VOCABULARY SEARCH - ACTIVITY 1

1. c
2. e
3. g
4. l
5. k
6. a
7. i
8. j
9. d
10. b
11. h
12. f

ALPHABETIZING - ACTIVITY 2

machine language
main storage
manual
manual control
match
merge

object program
offline
online
option
output
output device

printout
processing
processing unit
program
program control
programmer

software
source document
source program
special characters
specification sheets
symbolic language

COMPUTER PUZZLE - ACTIVITY 3

1. match
2. output
3. program
4. input
5. burst
6. software
7. hardware
8. numeric
9. source

COMPUTERS

CONTEXT CLUES - ACTIVITY 4

1. card
2. punched
3. keypunch
4. do
5. coded
6. unit
7. function
8. machine
9. each
10. shift
11. alphabetic
12. automatic

WORD PERCEPTION - ACTIVITY 5

Column A		Column B	
bunch	burst	program	programmer
burst	bunch	programmed	process
batch	batch	programmer	program
basic	burst	program	processed
bunch	basic	progress	progress
burst	begin	programmed	programmer
basic	bunch	processed	programmed
burst	batch	programmer	programmer
batch	basic	processed	processed
batch	burst	program	program
basic	begin	programmer	process
burst	burst	programmed	program
begin	batch	process	programmer
batch	basic	programmer	processed
bunch	burst	processed	programmer
burst	begin	program	process
begin	batch	programmer	progress
basic	burst	programmed	program

WORD PERCEPTION - ACTIVITY 6

1.	output:	online	offline	output	online	output	online
2.	input:	input	intense	insert	input	insert	input
3.	disk:	data	disk	dice	disk	disk	dent
4.	burst:	batch	burst	burst	batch	burst	batch
5.	program:	program	process	programmer	program	process	program
6.	field:	fill	field	fit	field	fill	field
7.	sort:	set	sort	sense	sort	set	sort
8.	merge:	manage	mend	merge	more	merge	mend
9.	data:	disk	data	disk	deduct	data	disk
10.	compiler:	compiler	complete	compose	compiler	compile	compose
11.	storage:	select	store	storage	storage	store	select
12.	item:	insert	input	item	insert	input	item
13.	offline:	offer	offline	online	onset	offline	online
14.	file:	file	face	field	fill	file	file
15.	system:	select	system	system	systems	select	system

PHRASE PERCEPTION - ACTIVITY 7

1. ✓
2. ✓
3.
4.
5.
6.
7. ✓
8. ✓
9. ✓
10.
11.
12. ✓
13.
14. ✓
15. ✓
16. ✓

FOLLOWING DIRECTIONS - ACTIVITY 8

1. your name - printed
2. second box (24 issues)
3. No, last box
4. check box - bill me later

FOLLOWING DIRECTIONS - ACTIVITY 9

1. last name
2. d
3. b
4. parent/guardian
5. c
6. home address, zip, & phone number

FOLLOWING DIRECTIONS - ACTIVITY 10

LOAN PAYMENT LISTING

Name	Amount	Interest	Payments
B. Walden		58.4	
C. Long			
D. West	609		
T. Smith			
S. Lange			45.93
Total Customers 5			

FOLLOWING DIRECTIONS - ACTIVITY 11

1. in a file folder or carrier envelope
2. fingerprints can cause permanent damage
3. in a cardboard envelope
4. to prevent bending or contact with stray magnetic fields

MAIN IDEA - ACTIVITY 12

1. c
2. d
3. b

MAIN IDEA & SUPPORTING DETAILS - ACTIVITY 13

A. 1. b
   2. c
B. $9,800 - $12,200
C. d

MAIN IDEA & SUPPORTING DETAILS - ACTIVITY 14

1. b
2. a
3. a ✓ d ✓
   b ✓ e ✓

SCANNING FOR DETAILS - ACTIVITY 15

A. 1. 801 Haddon Ave., Collingswood
   2. No
   3. since 1970 or 14 years
   4. Yes

B. 1. Call 312-382-5244
   2. 4
   3. $22.95
   4. $19.95

C. 1. 817-274-5625
   2. Yes
   3. 3%
   4. TRS-80 and Apple
   5. $825.00

FINDING DETAILS IN FORMS - ACTIVITY 16

1. 4
2. 10
3. Smith Grocery
4. No
5. $6.35
6. 307595
7. $9.85
8. 2
9. 11321
10. no cost

FINDING DETAILS IN FORMS - ACTIVITY 17

A.
1. Jane Andrews
2. 82
3. Anna Rowe
4. Anna Rowe

B.
1. Jon Mundy
2. Mike Wood
3. 22

FACT OR OPINION - ACTIVITY 18

1. ✓
2. ✓
3.
4. ✓
5.
6. ✓
7.
8.
9. ✓
10. ✓
11. ✓
12.
13.
14.
15. ✓

READING A GRAPH - ACTIVITY 19

1. 9.7
2. Agriculture, Forestry, Fisheries, Mining & Construction
3. Government, Services & Agriculture, Forestry, Fisheries, Mining, & Construction
4. Manufacturing

READING A TABLE - ACTIVITY 20

1. 5
2. output devices
3. five basic senses
4. operations of arithmetic/logic unit

DATA ENTRY BIBLIOGRAPHY

Computer Careers, Fawcett Columbine, Ballantine Books, 1981.

Data Station Basic Operator Training, Media Support, New York, 1973.

Introduction To Computers, William Fuori, Prentice Hall.

Introduction To Computers And Data Processing, Cashman and Shelly, Anaheim Pub. Co., 1980.

Keypunch Practice, Helen J. Beldecos and W. Robert Prosser, Rowe Co., Baltimore, Maryland, 1978.

TRADE RELATED READING PACKET
FOR
DISABLED READERS

INTERIOR LANDSCAPING PACKET

The following skills will be stressed in this packet:

- Context Clues
- Details
- Directions
- Fact or Opinion
- Main Idea
- Reading Ads
- Reading Charts
- Reading Labels
- Tables of Contents and Index
- Vocabulary

INTERIOR LANDSCAPING VOCABULARY

The following new words will be used in this packet. Read the words and their meanings so that when you see them again, they will be familiar to you. Remember, any underlined word in the packet can be found in this vocabulary list.

acclimate - (ak′ lə māt)	able to adapt to a different temperature, different amount of light, etc.
annual - (an′ yo͞o wəl)	happens once a year, a plant that lives only one year or season
environment - (in vī′ rən mənt)	your surroundings (air, water, home, land, etc.)
fertilizer - (fur′ t'l ī zėr)	any material put in soil to improve the quality of plant growth
foliage - (fō′ lē ij)	leaves from a plant or tree; mass of leaves
humidity - (yo͞o′ mid ə tē)	amount of moisture in the air
loam - (lōm)	a rich soil made of clay, sand, and other matter
plantscape - (plant skāp′)	art or work of arranging plants in pots for interior designs
preserve - (pri zurv′)	keep from harm, damage, or danger, keep healthy
succulent - (suk′ yo͞o lənt)	a type of cactus that has thick, fleshy leaves for storing water
symptom - (simp′ təm)	any sign or condition that shows that a plant or animal has a disease
tropical - (träp′i k'l)	very hot and humid, suitable for the tropics

CONTEXT CLUES - ACTIVITY 1

Read each of the following sentences. Pick the vocabulary word from the box at the bottom of the page that means the same as the underlined word or words in the sentence.

1. Once a year I have to fertilize the ficus trees.
2. Some plants need a lot of moisture.
3. Spider plants have very attractive leaves.
4. The seedlings need to be planted in a rich soil so that they will grow faster.
5. Plants from warm places, like palms are used in interior design.
6. The problem is getting a palm used to the lack of humidity in a mall or interior design.
7. A plant's surroundings influences its health and how it will grow.
8. Many cacti are watered once every three weeks.
9. White spots are a sign that a plants has a disease.

acclimated
annually
environment
foliage
humidity
loam
succulents
symptom
tropicals

CONTEXT CLUES - ACTIVITY 2

Read the following paragraph. Use the words from the box at the bottom of the page to fill in the blanks.

Mark is a ________________ designer. He takes ________________ plants and uses them in malls or other plantscapes. The plants have to get ________________ to the lack of light and ________________ in buildings. He uses plants with thick ________________; plants that are healthy. He keeps them healthy by using ________________ in the soil. He also tries to adapt the plants to their new ________________. He does all this to ________________ the green, healthy look of his plants.

- acclimated
- environment
- fertilizer
- foliage
- humidity
- plantscape
- preserve
- tropical

MAIN IDEA - ACTIVITY 1

Read the following selection and answer the questions below it.

For plants to grow properly, they must have enough water. When you water a plant, some water evaporates into the air. Half the water given to a plant in a clay pot evaporates into the walls of the pot. Plants need more water in summer than in winter. However, you must be careful not to over-water a plant. Once a plant's roots begin to rot (from laying in water for a long time), there is no way you can bring that plant back to life.

Remember also, that different kinds of plants need different amounts of water. A fern needs a lot of water, it must be kept moist. A cactus needs very little water, the soil should be allowed to completely dry before watering a cactus again.

1. This selection is all about:

   A. Growing plants
   B. Killing plants
   C. Watering plants
   D. Fertilizing plants

2. What did the selection say about watering plants in a clay pot?

3. In which season do plants need more water, winter or summer?

4. What happens if you over-water a plant?

5. Do different kinds of plants need different amounts of water? Explain your answer.

MAIN IDEA - ACTIVITY 2

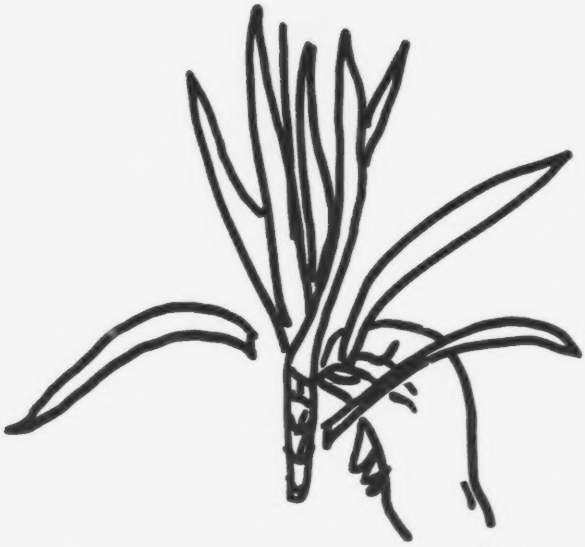
Read the following selection and answer the questions below it.

Propagation means getting a lot of plants from one or a few plants. There are many ways of propagating plants. One way is to propagate plants by cuttings. This is done in the greenhouse.

Cutting are small parts cut off a plant, usually pieces of stems with their leaves. When you propagate a plant by cuttings, all the new plants you get look exactly like the plant you took the cuttings from.

To propagate plants take a stem and make the cutting 3 to 5 inches long. Cut below a node (where a leaf joins a stem). Carefully pull off the bottom leaves. The top leaves are left to help the new plant grow.

1. What is this selection about?
2. What do you think would be a good title for this selection?
3. What are cuttings?
4. What does the word "propagation" mean?



MAIN IDEA - ACTIVITY 3

Read the following paragraph and answer the questions below.

* Almost every room has two or three areas too small for a piece of furniture and yet too large to be left alone. It is these gaps, whether they are wall, floor, window, or corner spaces, that plant life seems born to fill. This is not to suggest that every space should be filled. A single plant often lends just the right amount of warmth to a room. On the other hand, a group of plants carefully chosen and arranged can solve the same problem. In one corner of a high-ceilinged room, for instance, try placing a china container holding several ferns or trailing cacti; it can surprise you by seeming to cast a glow over everything. Or a wall angle may be just the place in which to display a foliage plant on a stool or low table. However, make sure that the positions chosen for plants not only suit the decor of a room, but also suit the requirements of the plant. It is no good trying to brighten a dark corner with a plant that needs bright light. The plant will eventually suffer and will make the corner look even worse.

1. This paragraph is about:

   A. plants
   B. bare spots in rooms
   C. plants and how they can be used to nicely fill space
   D. trying to brighten a dark corner with a plant that needs much light

2. A good title for this paragraph would be:

   A. Plants
   B. Mistakes You Can Make With Plants
   C. Interior Designs With Furniture
   D. Decorating A Room With Plants

3. The main idea of this paragraph can be found:

   A. in the first sentence
   B. in the last sentence
   C. stated twice
   D. in the middle

4. What does this paragraph say that you can use to brighten a corner of a high ceilinged room?

   A. a single plant
   B. a china container with ferns and cacti
   C. a group of plants
   D. nothing

*Printed from: Success with Houseplants, The Readers Digest Association, Inc., New York, 1981, p. 36.

MAIN IDEA - ACTIVITY 4

Read the following paragraph and answer the questions below.

* Pinching or pinching back is a name describing a method in which the tips of stems are removed to improve the growth of plants. Your fingernail is used to nip off the new growth. Pinching will make the plant shorter but fuller. Plants that are not pinched back get very tall and straggly looking.

1. What is this paragraph about?

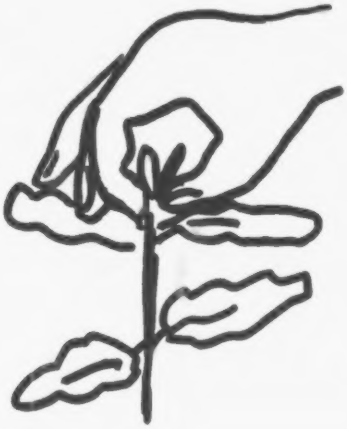
   A. pinching back plants
   B. straggly plants
   C. watering plants
   D. plants

2. What would be a good title for this paragraph?

3. What is the main idea of this paragraph?

   A. pinching will make plants shorter
   B. plants that are not pinched back are tall and straggly
   C. pinching back is a way of breaking off leaves to make plants grow better
   D. your fingernail is used to pinch back plants

4. Is the main idea of this paragraph stated or unstated? (Remember, a stated main idea is written in the paragraph. Unstated main ideas are found by putting clues about the paragraph together.) If it is stated, where in the paragraph is it?



*Information from: Crockett's Indoor Garden, James Underwood Crockett, Little, Brown & Company, Boston, 1978, p. 86.

DETAILS - ACTIVITY 1

Read the following selection and answer the questions below.

We all know palms, and picture them as large trees growing in California and Florida. We rarely think of them as indoor plants, and yet many are wonderful decorations that require little care. There are two kinds: those with feathery foliage and those with fan-shaped leaves.

Palms grow best in a soil mixture of equal parts of peat moss, loam, and sand. Put the plants where they receive bright light rather than sun, and keep the soil evenly moist all year except in winter - then keep them just barely moist. Most palms make their growth in spring and summer. Mist the foliage to provide humidity in the air, and sponge the leaves with a damp cloth once a week.

Palms are at their best in large tubs; they grow for years in the same container and should not be repotted annually. A great many foliage plants require daily care, but palms, once adjusted to new conditions, need little care. They add charm and grace to any area.

1. Where do most people picture palms growing?
2. Why should palm leaves be misted?
3. What is the soil mix that palms grow best in?
4. When should you keep a palm's soil evenly moist?
5. What are the two kinds of palms?

*Printed from: Garden Rooms and Greenhouses, Jack Kramer, Harper & Row, Publishers, New York, 1972, p. 63.

DETAILS - ACTIVITY 2

Read the following selection.

Recently, many Americans have become aware of their surroundings and the importance of improving and preserving our environment. Interior plantscaping improves the environment by making our rooms, work areas, and buildings more pleasing. Plants give a room warmth and color not otherwise possible. Plants bring new life and excitement to the plantscape area.

Green plants are not only pleasing to look at, they serve a purpose in directing traffic, providing screens, softening harsh surfaces in offices, and giving shape or color to blah, boring areas. Interior plantscapes reduce large areas to a human size.

Read each of the following statements. If it is a detail from the selection above, write D. If it is not a detail, write ND.

1. _____ Many people talk to plants.
2. _____ Interior plantscaping improves the environment by making where we live and work more pleasing.
3. _____ Green plants direct traffic, provide screens, and give shape or color to boring areas.
4. _____ Interior plantscapes reduce large areas to a human size.
5. _____ Plants bring new life and excitement to the plantscaped area.
6. _____ Green plants sometimes smell pleasant if you bend over and put your nose near the leaves.
7. _____ Plants give warmth and color to a room.

*Printed from: Interior Plantscapes: Installation, Maintenance, and Management, George H. Manaker, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1981, p. 3.

DETAILS - ACTIVITY 3

Most of the plants used in mall designs are tropical plants and come from warm places like Florida. These plants are used to a lot of light, warmth, and humidity.

The Florida grower must acclimate the plants so that they will be able to be used in mall plantscapes. The plants have to get used to the lack of light and humidity in a mall or building. One way the Florida growers get the plants acclimated to less light is to hang dark colored sheets (almost like tents) over the growing plants to block out some of the light.

1. Where do most plants used in mall designs come from?

   A. New Jersey
   B. California
   C. places like Florida
   D. Japan

2. What do the plants have to get acclimated to in a mall or building?

   A. humidity and light
   B. warmth and humidity
   C. lack of warmth and light
   D. lack of humidity and light

3. How do Florida growers acclimate their plants to less light?

   A. They keep the plants in total darkness.
   B. They hang dark sheets over the plants.
   C. They do nothing.
   D. They put clear plastic over the plants.

4. What three things are a plant used to when it grows in places like Florida?

   A. acclimate, tropical, foliage
   B. light, sun, rain
   C. light, humidity, warmth
   D. humidity, rain, water

DETAILS - ACTIVITY 4

Read the following selection and answer the questions below it.

One job in a greenhouse is that of the grower assistant. The grower assistant works at growing the plants but has other responsibilities too. The assistant may do maintenance or repair work. Some assistants are involved with packing and shipping plants.

A grower assistant usually has a high school diploma. Someone who is a hard worker, willing to learn, and who gets along with people will do well in this job.

1. This selection is about:

    A. What a grower does
    B. What a grower assistant does
    C. Working in a greenhouse
    D. Working in a flower shop

2. One of the responsibilities of a grower assistant is:

    A. Hiring and firing people
    B. Doing the payroll
    C. Putting ads in the newspaper about plants
    D. Maintenance and repair work

3. A grower assistant usually has a:

    A. High School Diploma
    B. College 2 year degree
    C. College 4 year degree
    D. Vocational Certificate

4. You will do well as a grower assistant if you:

    A. are lazy
    B. can't get along with anyone
    C. are a hard worker
    D. want to make a lot of money

5. The grower assistant:

    A. has an easy job
    B. helps the grower with the plants
    C. gets paid a lot of money
    D. usually has 2 years of college to get this job

FACT OR OPINION - ACTIVITY 1

Read each of the following statements. If a statement is a fact, write F. If a statement is someone's opinion, write O. Remember that you can prove if a statement is a fact.

1. _____ Roses are more beautiful than any other flower.
2. _____ You can propagate a Swedish Ivy plant by making cuttings.
3. _____ Working as a mall landscape person is boring.
4. _____ All landscape designers make a lot of money.
5. _____ I don't like plantscape work.
6. _____ You can propagate a spider plant by cutting off and planting one of the "babies."
7. _____ I think that growing plants is hard work.
8. _____ If you over-water a plant, you will kill it.
9. _____ Joe thinks that pesticides should be handled carefully.
10. _____ When using gardening tools, you should wear safety glasses.
11. _____ There are several different varieties of the Wandering Jew plant.
12. _____ Anyone who likes to grow plants is a nice person.
13. _____ My friend, Steve grows the biggest and best palm trees in the whole state of Florida.
14. _____ Marigolds are ugly flowers.

FACT OR OPINION - ACTIVITY 2

Read the following paragraphs and decide if they are mostly facts or mostly someone's opinion.

1. There are three steps to repot a plant. First, put a broken crock into the pot over the drainage hole. Add soil. Then put the plant in. The top of the root ball should be 1 inch from the top of the pot.

   Is this paragraph mostly facts or mostly someone's opinions?

2. When you work with landscaping tools, you must clean and store them properly. Clean tools are easier to work with and last longer. Tools that are properly stored will be easy to find when you need them. Wash tools off with water and use a brush to help remove dirt or mud. After tools are cleaned, you should hang them up in their proper place.

   Is this paragraph mostly facts or mostly someone's opinions?

3. I am going to work in a greenhouse when I get out of vocational school and I just can't wait! You see, I love plants. I like to water and care for them. I like wearing jeans and getting a bit dirty. I guess the best thing about working in a greehouse, is to see a whole section of seedlings that you planted, grow into big bushy plants.

   Is this paragraph mostly facts or mostly someone's opinions?

DIRECTIONS - ACTIVITY 1

Read the directions and answer the questions below.

Labeling Plants

1. Use a waterproof marker and print neatly.
2. Write the plant name at the top of the label.
3. Below the name, write the plant variety.
4. On the other side of the label, write your name and the date.

1. These directions tell you how to:

   A. use a waterproof marker
   B. write the plant's name
   C. label plants
   D. use a label

2. These directions have __________ steps.

   A. 3
   B. 4
   C. 5
   D. 6

3. The first thing you should do is:

   A. write your name and the date
   B. write the plant variety
   C. write the plant name
   D. use a waterproof marker and print neatly

4. After you write the plant name, what should you do next?

   A. write the plant variety
   B. write your name
   C. write the date
   D. do nothing

5. What four things do you have to write on a plant label?

DIRECTIONS - ACTIVITY 2

Making A Moss Pole

1. Wrap damp moss around a wooden pole.
2. Tie it on with soft wire.
3. Leave the bottom four inches of the pole bare (to be put into soil).
4. Criss-cross wire along the moss.
5. Trim off loose or hanging pieces of moss.
6. Secure the pole base in the pot with plaster of Paris.
7. Fill the pot with soil.
8. Add the plant to be supported.

1. These directions tell you how to:

   A. use moss
   B. fill a pot
   C. tie up moss
   D. make a moss pole

2. These directions have __________ steps.

   A. 8
   B. 7
   C. 6
   D. 5

3. What is the last thing these directions tell you to do?

4. Which step tells you to criss-cross the wire along the moss.

   A. #2
   B. #3
   C. #4
   D. #5

5. What do you do first?

6. What do you use to secure the pole base into the pot?

7. What do you do right after you wrap the damp moss around a wooden pole?

   A. leave the bottom 4 inches of the pole bare
   B. fill the pot with soil
   C. add the plant
   D. tie the moss on with soft wire

*Printed from: Success With Houseplants, The Reader's Digest Association, Inc., New York, 1979, p. 45.

DIRECTIONS - ACTIVITY 3

Read the directions and answer the questions below.

Propagating Succulents by Leaf Cuttings

1. Use a sharp knife to cut a leaf from a succulent.
2. Let the cut end dry.
3. If the leaf is short, lay it on top of the soil to root.
4. If the leaf is long, put its base into the soil.

1. What is the title of these directions?
2. How many steps do these directions have?
3. What do you do first?
4. What do you do if the leaf is short?
5. What do you do if the leaf is long?

*Printed from: Success with Houseplants, The Reader's Digest Association, Inc., New York, 1979, p. 379.

READING LABELS - ACTIVITY 1

Read the label on the following page and answer the questions below.

1. What is the name of this product?

   A. Hy-Trous Corp.
   B. Fish Emulsion
   C. Analysis
   D. Fish Emulsion Plant Food

2. How much does this bottle weigh?

   A. 32 fl. oz.
   B. 2.4 lbs.
   C. 1 teaspoon
   D. 2 or 3 weeks

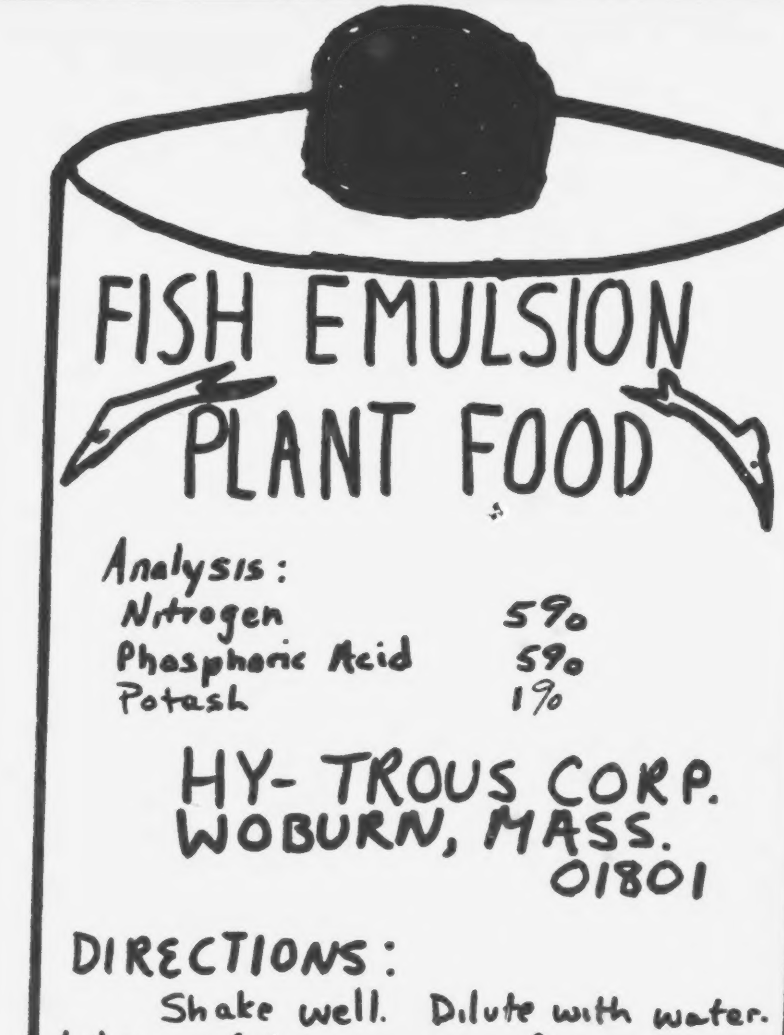
3. What is the name and address of the company that makes this product?

4. How much of this plant food do you use on houseplants?

   A. 32 fl. oz.
   B. 5%
   C. 1 teaspoon or 1 squeeze
   D. as much as you want

5. What is the first thing the directions tell you to do?

   A. shake well
   B. dilute with water
   C. mix
   D. prepare for only one application



FISH EMULSION
PLANT FOOD

Analysis:

Nitrogen	5%
Phosphoric Acid	5%
Potash	1%

HY-TROUS CORP.
WOBURN, MASS.
01801

DIRECTIONS:

Shake well. Dilute with water. When mixing, prepare for only one application.

HOUSEPLANTS: Use one squeeze (1 teaspoon) per quart of water.

Feed plants every 2 to 3 weeks

Net Contents 32 FL. OZ.

Net. WT. 2.4 LBS.

READING LABELS - ACTIVITY 2

Read the label on the following page and answer the questions below.

1. What is the name of the product on this label?

   A. Backflow Preventative
   B. Hyponex Company, Inc.
   C. Copley
   D. Hyponex Brass Siphon Mixer

2. What is the name and address of the company that makes this product?

3. What do the mixing instructions say you should use to mix the chemicals?

   A. a nozzle
   B. a hose
   C. a 1 - 5 gallon pail
   D. a jar

4. Look under the heading "Operation." How should you connect the siphon mixer to the faucet?

   A. carefully
   B. with no more than 50 feet of hose between it and the nozzle or sprinkler
   C. with more than 50 feet of hose between it and the nozzle or sprinkler
   D. with more than 20 feet of hose

5. How does the label say you should clean the siphon mixer?

   A. with a faucet
   B. remove the small tube from the concentrate and place in water
   C. do nothing
   D. use a 1 - 5 gallon pail

HYPONeX

BRASS SIPHON MIXER

WITH BACKFLOW PREVENTATIVE

0 71645 80562

MIXING INSTRUCTIONS: An ordinary pail of from 1 to 5 gallon capacity can be used for mixing chemicals with water for Siphon Mixer application. All chemical mixes should be made in the pail according to the manufacturer's recommended concentration. When drawn through the Siphon Mixer, the chemical will then be discharged from the hose nozzle in the correct proportion.

MIXING EXAMPLES: If the manufacturer's recommendation is that a chemical be applied in a mix of 1 teaspoon per gallon of water, then make the concentrate 16 times as strong as the recommended amount (16 tsps. per gallon of water). The Siphon Mixer will then dilute the concentrated solution so that the final solution of 1 teaspoonful to a gallon of water is discharged. If it is recommended that 1 lb. of concentrate be added to 50 gallons of water, then 1 lb. concentrate should be mixed with 3 gallons of water in the pail.

OPERATION: Connect the Hyponex® Siphon Mixer to the faucet with not more than 50 feet of hose between it and the hose nozzle or sprinkler. The Hyponex® Siphon Mixer works best with a completely open nozzle and when the hose is free from leaks and knots.

Drop the small black suction tube with strainer into the concentrated mix and turn on the hose for watering. With average water pressure one gallon of concentrate mix will be discharged at the hose nozzle with approximately 16 gallons of water. One gallon of concentrate should be drawn through the Siphon Mixer in five minutes of continuous watering.

The backflow preventative within the Siphon Mixer will prevent any backflow into the water source if the pressure fails. An automatic check valve will prevent any backflow into the mixing pail if the suction fails.

CARE AND CLEANING: After each use, remove the small suction tube from the concentrate and place in plain water while the water is still running through the garden hose. This will flush out any remaining concentrate. Keeping the Siphon Mixer clean will assure its efficient operation year after year.

IMPORTANT: When discharging highly concentrated chemicals while watering through the Siphon Mixer, apply the manufacturer's recommended amount of chemical over the specified number of square feet. Do not drink from a hose that has been used to apply any type of chemical.

The following table may be of help in preparing concentrated solutions:

3 Teaspoons = 1 Tablespoon
2 Tablespoons = 1 Fluid Ounce
16 Tablespoons = 1 Cup
2 Cups = 1 Pint
2 Pints = 1 Quart
4 Quarts = 1 Gallon
1 Pint = 16 Fl. Oz.
1 Quart = 32 Fl. Oz.
1 Gallon = 128 Fl. Oz.

©1981 THE HYPONEX COMPANY, INC.
COPLEY, OHIO 44321

BEST COPY AVAILABLE

READING LABELS - ACTIVITY 3

Read the label on the next page and answer the questions below. Notice that the front and back of this label are shown for you at the bottom on the page.

1. What is the name of this product?

   A. Whitmire Research Laboratories
   B. Orthene
   C. PT 1300 with Orthene Acephate Insecticide
   D. Acephate

2. What does this product do?

   A. fertilizes plants
   B. protects plants
   C. kills mealy bugs
   D. kills bugs on outside and inside plants

3. What is the name and address of the company that makes this product?

4. Look on the "back" of this label. How do you get the can to start spraying?

   A. twist and release
   B. twist and press down firmly
   C. twist
   D. hammer it on something

5. How much does this spray can weigh?

   A. 1 lb. 4 oz.
   B. 116
   C. 97%
   D. 1300

6. What does the "Danger" say on the front of the label?

   A. Keep out of reach of childen.
   B. Harmful to animals.
   C. See side panel for more precautions.
   D. Both A and B.
   E. Both A and C.

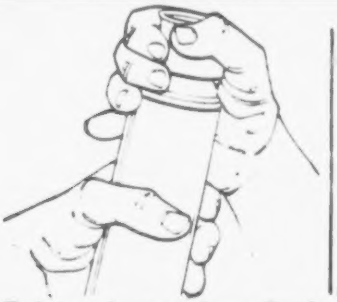
7. Look on the front of the label. Will PT 1300 kill the following bugs on greenhouse plants:

   Mealy bugs on Poinsettia?
   Scales on Spider Plant?
   Worms on Jade Plant?
   Spider Mites on Purple Passion Plant?
   Aphids on Carnations?
   Leafminers on Shrimp Plant?

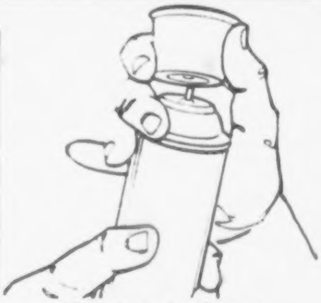
BEST COPY AVAILABLE

Whitmire PT® 1300 with ORTHENE®
ACEPHATE INSECTICIDE

broad spectrum insecticide with contact and systemic action.



Twist and press down firmly to activate spray.



Twist and release to stop spray.

USE DIRECTIONS

It is a violation of Federal Law to use this product in a manner inconsistent with its labeling.

Greenhouse (Ornamental and Flowering Plants):

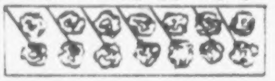
Greenhouse Preapplication Directions: For best results, apply at end of workday, shut off all outside exhaust fans, close windows, doors, ventilators. If greenhouse cannot be closed tightly, use higher spray dosage.

Apply as insects begin to appear. Repeat application as necessary.

APPLICATION DIRECTIONS

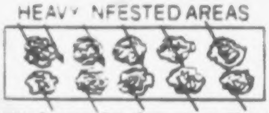
ge: Apply 5-10 seconds per 100 sq. ft.

LIGHT INFESTED AREAS



Spray direction path 5 seconds per 100 sq. ft.

HEAVY INFESTED AREAS



Spray direction - Serpentine Path 10 seconds per 100 sq. ft.

Dosage based on 3 ft. high plants. Lower or higher dosage should be given based on height of foliage.

Hold sprayer lower than foliage and angle spray upward so that the spray particles are driven under the plant leaves. Move sprayer in a fast sweeping motion to provide maximum coverage maintaining a distance of 18-24 inches away from foliage.

Spot treatment (for individual plants and localized infestations):

Spot treat using the higher spray dosage.

Outdoors (Ornamentals, Flowers, Trees, Shrubs): To protect plants, apply as insects begin to appear. When spraying, keep can 18-24 inches away from plant. Spray entire plant, contacting both sides of foliage. For best results, spray when the air is calm. Avoid wetting foliage with spray. Repeat application if reinfestation occurs. Spray with caution on plants with tender new growth. Do not spray when temperature exceeds 90°F.

DISPOSAL: Do not reuse empty container. Wrap container and put in trash collection.

PRECAUTIONARY STATEMENTS—DANGER

Hazards to Humans and Domestic Animals — Danger: Corrosive, causes eye damage and skin irritation. Do not get in eyes, on skin, or on clothing. Wear goggles or face shield when handling. Harmful if swallowed. Avoid breathing spray mist. In case of eye or skin contact, immediately flush with plenty of water. For eyes, get medical attention. For skin, get medical attention if irritation persists.

Notice to Operator: When spraying in large greenhouse ranges or when subject to extended inhalation exposure, wear a pesticide respirator jointly approved by the Mining Enforcement and Safety Administration (formerly the U.S. Bureau of Mines) and by the National Institute for Occupational Safety and Health under the provisions of 30 CFR Part II.

Environmental Hazards: This product is toxic to fish. Keep out of lakes, streams or ponds. Do not contaminate water by cleaning of equipment or disposal of wastes. Apply this product only as specified on this label.

Physical or Chemical Hazards: Contents under pressure. Do not use or store near heat or open flame. Do not puncture or incinerate container. Exposure to temperatures above 130°F may cause bursting.

SPECIAL NOTICE: Good greenhouse management must overrule the use of PT 1300 when any conditions might be created by tightly closing greenhouses that would harm plant foliage or flowers. Example: Creation of high temperatures or humidity conditions. Do not use PT 1300 in greenhouses with unvented or defective gas heating systems or where open combustion exists.

Additional Warnings: Before treating large areas of plants not listed on the front panel, spray a few plants and observe two weeks for damage. Do not apply to fruits and vegetables. Do not apply to American Elm, Flowering Crabapple, apie and Cottonwood, as foliage injury may occur. Do not apply more often than every 28 days to carnations ysanthemums.

Whitmire Research Laboratories, Inc., St Louis, MO 63122

Back

FOR THE PROFESSIONAL GROWER

Whitmire

PT® 1300 WITH ORTHENE®

ACEPHATE INSECTICIDE

Spray for Greenhouse and Outdoor Ornamental Insect Control

In Greenhouse PT 1300:

KILLS	
Mealybugs Aphids Spider Mites Thrips Leafrollers Leafminers Scales Whiteflies Cabbage Loopers	**ON PLANTS:** Airplane, Aloe, Begonia, Bird of Paradise, Bloodleaf, Boston Fern, Cacti, Calendulas, Carnation, Chicken Gizzard, Christmas Cactus, Chrysanthemum, Coleus, Columbine, Croton, Crown of Thorns, Cutleaf Philodendron, Devil's Ivy, Dieffenbachia, Dusty Miller (Centaurea gymnocarpa), Euonymous, Gardenia, Geranium, German Ivy, Grapeleaf Ivy, Impatiens, Jade Plant, Moses in the Cradle, Nightblooming Cereus, Ornamental Peppers, Orchid, Pansy, Peperomia, Peperomia (variegated), Philodendron, Poinsettia, Polka Dot Plant, Sanseveria, Santolina, Shefflera, Shrimp Plant, Snapdragon, Spider plant (Chlorophytum comosum), Sprengeri Asparagus, Velvetleaf, Wandering Jew, White-edged Swedish Ivy, Zinnia

Outdoors on Ornamentals PT 1300

KILLS	
Bagworms Cankerworms Gypsy Moth Larvae Lacebugs Lygus Bugs Fall Webworms Tent Caterpillars	**ON WOODY TREES & SHRUBS:** Alder, Arborvitae, Ash, Aster, Azalea, Beech, Birch, Blackgum, Boxwood, Cedar, Cypress, Flowering Cherry, Flowering Plum, Hawthorn, Hibiscus, Hickory, Holly, Juniper, Linden, Locust, Maple, Oak, Pine, Poplar, Pyracantha, Spirea, Spruce, Sweetgum, Sycamore, Viburnum, Willow, Yew
Aphids	Outdoor Floral Crops, Roses

*Orthene, Reg. T.M. Chevron Chemical Co. For Acephate Insecticide Pat. No. 3,716,600

ACTIVE INGREDIENTS:	
Acephate (O,S-Dimethyl Acetylphos-phoramidothioate)	3.0%
INERT INGREDIENTS:	**97.0%**

E.P.A. REG. NO. 499-210
E.P.A. EST. NO. 499-MO-1

DANGER: Keep out of reach of children.
See side panel for additional precautions.

NET WEIGHT: 1 LB. 4 OZ.

Only for Sale to, Use, and Storage by Servicepersons.

Front

READING ADS - ACTIVITY I

Read the ad on the following page and answer the questions below.

1. What is this ad selling?

   A. Terracast
   B. unbreakable planters
   C. plants
   D. guarantees

2. Read the following statements about the product in the ad. Write "fact" if the statement is a fact and write "opinion" if the statement is an opinion.

   A. _____ Terracast planters are guaranteed for 10 years.

   B. _____ These planters weigh less and you won't need many people to handle them.

   C. _____ Terracast planters weigh 80% less than clay planters.

   D. _____ The Terracast Company tries to ship your order soon.

   E. _____ Terracast planters are nice to look at.

   F. _____ You can call the Terracast Company toll free by dialing (800) 327-5062.

Terracast™ – "UNBREAKABLE, LIGHTWEIGHT PLANTERS" AVAILABLE FOR FAST DELIVERY

- **TerraCast**'s goal and commitment is to ship orders within 10 working days after receipt of order.
- **TerraCast™** is guaranteed for 10 years to never crack, chip, fracture or break.
- **TerraCast™** is not porous (non-hydro-scopic). Water and minerals cannot leach through the walls to stain or discolor the exterior surface.
- **TerraCast™** weighs 80% less than terra cotta clay planters, therefore less people are needed for handling.
- **TerraCast™** costs 60% less to ship because it weighs less, can be nested and truck lines give it a lower freight rate.

For prices and More Information Call:

EAST COAST:	**Toll Free**	**(800) 327-5062**
	In Fla.	**(305) 693-4680**
WEST COAST:	**Toll Free**	**(800) 423-8539**
	In Calif.	**(818) 965-5095**

TerraCast™
EAST COAST: 6700 N.W. 36th AVENUE, MIAMI, FLORIDA 33147
WEST COAST: 1136 SAMUELSON STREET, CITY OF INDUSTRY, CALIFORNIA 91748

RO060484

READING ADS - ACTIVITY 2

Read the ad on the following page and answer the questions below.

1. What is this ad telling you about?

   A. plants
   B. nurseries
   C. bug sprays
   D. Costa Nursery

2. When did the Costa family start their nursery business?

   A. in 1934
   B. in 1961
   C. in 1963
   D. in 1973

3. What is the address of the Costa Nursery?

4. What is the toll free phone number that you can call?

5. What is this ad about the Costa Nursery really saying?

   A. the ad tells you all the plants the nursery sells
   B. the ad tells you the names and hobbies of the various Costa family members
   C. The ad tells you reasons why the Costas are so proud of their nursery.
   D. The ad tells you bugs sprays you can use on plants you buy.

Costa Nursery... a Family Tradition

The Costa family has taken a special pride in producing some of the finest foliage in the industry. We are constantly looking for new varieties to produce under our high standards. Each plant is then nurtured and grown to become a Costa living specimen of rare quality, character and appeal. Our customers have asked for this, and it has been our pleasure to respond to their needs. Costa's desires have not changed since its beginnings, in 1961.

Our confidence is the quality of our product and the service we provide. We will never stop trying to please you. The tradition will continue. . . .

costa nursery
farms, inc.

22290 S.W. 162nd Avenue · Goulds, Florida 33170
Telephone (305) 247-3248 · Telex 51-5169
Toll Free (1) 800-327-7074

READING ADS - ACTIVITY 3

Read the ad on the following page and answer the questions below.

1. What is this ad telling you about?

   A. much to see and do
   B. Los Angeles
   C. Pacific Horticulture Trade Show
   D. Los Angeles Convention Center

2. Where will the Horticulture Trade Show be held?

   A. 1419 21st Street, Sacramento, CA
   B. Los Angeles
   C. Knott's Berry Farm
   D. Los Angeles Convention Center

3. When is the trade show?

   A. August, 1984
   B. September
   C. September 6, 7, 8
   D. September 9, 10, 11

4. How many exhibitors will be at the show?

   A. 900
   B. 450
   C. 930
   D. 400

5. Which of the 4 places listed below did the ad NOT mention for sightseeing in the Los Angeles area?

   A. Disneyland
   B. Kinsley Landfill
   C. Knotts Berry Farm
   D. Universal Studios

6. What is the name of the person that the ad says you can call for more information? At what phone number can you call him/her?

new dates!
same place
same hours!

BEST COPY AVAILABLE

**Sponsored by the
California Association of Nurserymen**

SO MUCH TO SEE
SO MUCH TO DO . . .

Pacific Horticultural Trade Show

**Los Angeles Convention Center
Los Angeles, California**

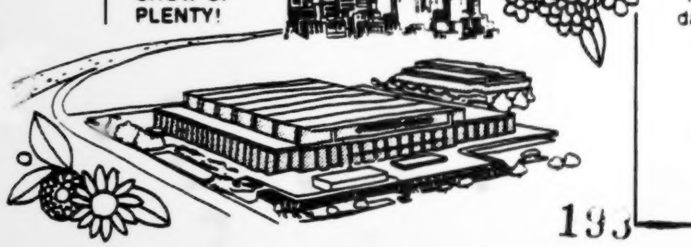
**September 6 — 9 a.m. to 5 p.m.
September 7 — Noon to 9 p.m.
September 8 — 9 a.m. to 5 p.m.**

You'll need three days to see and do it all at this year's SHOW OF PLENTY.

See 190,000 square feet of exhibit space in the Los Angeles Convention Center. See 930 booths. See over 450 exhibitors. See the newest products and trends in the horticultural, lawn & garden and landscape industries. See the innovations that can help you operate more efficiently and increase your profits. See the nation's leading suppliers and place your orders for the upcoming year.

After you've seen it all at the PHTS . . . do Los Angeles. The Convention Center is in the heart of Southern California's entertainment and recreation areas. Bring the family and make it a working vacation. You'll be minutes away from Disneyland, Knott's Berry Farm, Universal Studios and many other famous family attractions.

Take the time to see and do it all at the 1984 PHTS SHOW OF PLENTY!



No advanced registration required. For attendance or booth space information write or call:

**PACIFIC HORTICULTURAL TRADE SHOW
Attention: Richard Staples, Show Manager
1419 21st St., Sacramento, CA 95814
(916) 443-7373**

For hotel information call the Los Angeles Convention Center Information Bureau:
(213) 488-0211

TABLE OF CONTENTS AND INDEX - ACTIVITY 1

A table of contents is at the beginning of a book. It is a listing of the chapters in a book, from first to last. It also lists specific information that will be covered in each chapter. A table of contents gives the page number for each chapter. A table of contents is arranged in numerical order of the pages in the book from page one till the end.

Look over the table of contents on the next page and answer the following questions.

1. What is Chapter 3 about?

   A. Habitats of Houseplants
   B. Soils and Fertilizers
   C. Pots, Potting, and Repotting
   D. Holiday Plants

2. Chapter 2 begins on page:

   A. 10
   B. 33
   C. 47
   D. 57

3. Which chapter would tell you a lot about begonias?

   A. Chapter 3
   B. Chapter 6
   C. Chapter 8
   D. Chapter 10

4. What is a table of contents?

5. A table of contents is in ______ order.

   A. alphabetical
   B. ordinal
   C. numerical
   D. binary

6. If you were concerned about your drooping plant with brown leaves, what chapter would you turn to?

   A. Chapter 1
   B. Chapter 7
   C. Chapter 13
   D. Chapter 18

Contents

ACKNOWLEDGMENTS v
INTRODUCTION: *My Travels in the Tropics* ix

1 Habitats of Houseplants *1*
2 The Environment—Light, Heat, and Humidity *10*
3 Soils and Fertilizers *33*
4 Pots, Potting, and Repotting *47*
5 Propagating Houseplants *57*
6 Color from Leaves *73*
7 Vines and Flowering Shrubs *98*
8 The Brilliant Bromeliads *117*
9 Geraniums for Bloom and Scent *129*
10 Begonias at Home *142*
11 Gesneriads, the African-Violet Family *161*
12 Orchids for the House *180*
13 Holiday Plants *210*
14 Bulbs to Grow Indoors *219*
15 Succulents—Cacti and Their Companions *234*
16 Miniatures—Delights in Many Genera *257*
17 Plants for Public Buildings *268*
18 Keeping Your Plants Healthy *276*

Printed from: The Complete Book of Houseplants, Charles Marsden Fitch, Hawthorn Books, Inc., New York, 1972, p. VII.

TABLE OF CONTENTS AND INDEX - ACTIVITY 2

An index is in the back of a book. It is a listing in alphabetical order of specific information in the book and the page numbers on which this information can be found.

Read the index on the following page and answer the questions below.

1. If you need to read about cleaning plants, what page in the book would you turn to?

   A. page 272
   B. page 141
   C. page 195
   D. page 232

2. What pages would give you information about bacterial leaf blight?

   A. 256, 259-60
   B. 246, 260, 261
   C. 250, 252, 254, 255, 257-58
   D. 116, 125

3. Do you think that this page of the index has all the information listed under the letter C? Explain your answer.

4. Look under "calcium." There are three specific areas that you could check to learn about calcium. What are these areas and what pages are they on?

5. An index is arranged in __________ order.

   A. alphabetical
   B. ordinal
   C. numerical
   D. binary

6. What is an index?

- *Ascochyta asparagina*, 247
- *Ascochyta aspidistrae*, 248
- Asia, 24
- Atmosphere, 83-92
  - carbon dioxide, 83
  - composition, 83
  - drafts, 84
  - growing medium, 84
  - oxygen, 83-84
  - pollutants, 88-91
  - relative humidity, 84-88
- Australia and South Pacific, 24-25

B

- Bacterial blight, 256, 259-60
- Bacterial leaf blight, 246, 260, 261
- Bacterial leaf spot, 250, 252, 254, 255, 257-58, 262
- Bark, 116
  - media, 125
    - fertilization, 151-52
  - mulch, 131
- Baskets, 106
- Bending toward light, 63
- Bleaching of leaves, 89
- Blight, 247, 248, 252, 253, 259-60, 261, 262
- Blue light, 71
- Boron
  - deficiency symptoms, 144
  - role in plant, 141
- *Botrytis cinerea*, 246, 249, 253
- Breeding, 25-26
- Broad mites, 178, 179
- Brown leaf spot, 250
- Burned leaves
  - margins, 195
  - tips, 195

C

- Calcined clay, 117
- Calcium
  - deficiency symptoms, 144
  - effects on aggregation, 114
  - role in plant, 141
- Calibrating a proportioner, 149
- California, 5
- Capillary pull, 167
- Carbon dioxide
  - in growing medium, 84, 127
  - in photosynthesis, 83
- *Cephaleuros parasiticus*, 247
- *Cephalosporium cinnamomeum*, 260, 261
- *Cepholosporium dieffenbachiae*, 251
- Ceramic planter, 102, 103, 108
- Cercospora leaf spot, 248, 250, 253, 256, 259
- *Cercospora* spp., 248, 257
- Chemical pasteurization, 122
- Chemical pest control, *see* Pest control, chemical
- Chlorine
  - role in plant, 141
  - in water, 157
- Chlorophyll
  - action spectrum, 55
  - synthesis, 29, 70, 71
- Chlorosis, 88, 141, 154, 195
- Clay, 113
- Clay planters, 99-100
  - watering frequency, 161
- Cleaning plants, 232
- Coarse aggregates, 116-18
  - calcined clay, 117
  - perlite, 117
  - polystyrene beads, 117-18
  - sand, 116-17
  - vermiculite, 117
- Cold temperature, 78
  - injury symptoms, 78, 195
  - protection from, 81
  - watering frequency, 161
- Cold water, 165
  - injury, 195
- *Colletotrichum omnivorum*, 248
- Color rendering by lamps, 45
- Compensation point, 35-36
- Complete fertilizer, 143, 146
- Concrete planter, 102, 104, 105
- *Coniothyrium concentricum*, 246, 262
- Consumer attitudes, 5-6

Printed from: Interior Plantscape, George H. Manaker, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1981, p. 272.

READING CHARTS - ACTIVITY 1

Read the following chart and answer the questions below.

*

WATERING GUIDE

Water needed more often if:	Water needed less often if:
The plant container is made of unglazed clay.	The container is glazed clay or any type of plastic.
The plant is large but the pot it is in is small.	The plant is small and the pot large.
The plant has filled the pot with tightly packed roots	The plant has not filled the pot with roots.
The plant is in an active growth period.	The plant has just been repotted.
	The plant is in a rest period.
The temperature is high.	The temperature is low.
The humidity is low.	The humidity is high.
The plant has large, thin leaves.	The plant has succulent leaves or stems.

1. This chart tells you:

   A. all about plants
   B. how to fertilize
   C. when to water plants
   D. when to pinch back leaves

2. Read the following statements taken from the chart. If more water is needed, write M. If less water is needed, write L.

_____ The plant is large, but its pot is small.
_____ The plant has large, thin leaves.
_____ The humidity is high.
_____ The humidity is low.
_____ The temperature is high.
_____ The plant has just been repotted.
_____ The plant is small and the pot is large.
_____ The plant is in a rest period.
_____ The plant container is made of unglazed clay.

*Printed from: Success with House Plants, The Reader's Digest Association, Inc., New York, 1981, p. 724.

READING CHARTS - ACTIVITY 2

Look at the chart on the next page and answer the questions below.

1. The chart tells you:

   A. the amount of light different plants need
   B. different temperatures plants grow well in
   C. how to fertilze different plants
   D. both A and B.
   E. both A and C

2. Which plant grows best in a warm (nights above 65°) place?

   A. Purple Passion Vine
   B. Norfolk Island Pine
   C. Silk - Oak
   D. Gardenia

3. Which plant grows best in sunlight?

   A. Urn Plant
   B. Primrose
   C. Miniature Rose
   D. African Violet

4. Which plant does not grow well in a warm place?

   A. Coffee
   B. Croton
   C. Poinsettia
   D. Venus Flytrap

5. Which plant does not grow well in sunlight?

   A. Azalea
   B. Fatsia
   C. Jade Plant
   D. Natal Plum

BEST COPY AVAILABLE

	Sunlight	Bright Indirect Light
Normal: Nights 50 65 Degrees F.	Aloe Amaryllis Bougainvillea Boxwood Burro's Tail Calamondin Orange Calla Lily Century Plant Chinese Hibiscus Copperleaf Echeveria Geranium Golden Trumpet Jade Plant Jerusalem Cherry Kalanchoe Lantana Marigold Marguerite Miniature Rose Moses-in-the-Cradle Natal Plum Norfolk Island Pine Ornamental Pepper Oxalis Panda Plant Passionflower Petunia Pineapple Pittosporum Ponytail Plant Queen's Tears Rosemary Shrimp Plant Silk-Oak Sweet Olive Umbrella Plant Wax Begonia Wax Plant	Aloe Arabian Violet Artillery Plant Boston Fern Boxwood Browallia Burro's Tail Caladium Cast-Iron Plant Cattleya Orchid Chinese Evergreen Christmas Cactus Clivia English Ivy Flame Violet Flowering Maple Glory Bower Gold-Dust Plant Grape Ivy Hydrangea Impatiens Madagascar Periwinkle Maidenhair Fern Moses-in-the-Cradle Norfolk Island Pine Orchid Cactus Peperomia Pittosporum Podocarpus Rabbit's-Foot Fern Rex Begonia Rieger Begonia Silk-Oak Spider Plant Staghorn Fern Star Jasmine Strawberry Begonia Striped Inch Plant Swedish Ivy Sweet Olive Sword Plant Umbrella Plant Urn Plant Wandering Jew Wax Begonia Wax Plant Zebra Plant
Cool: Nights below 50 Degrees F.	Cape Cowslip Chrysanthemum Cineraria Cyclamen Fatsia Freesia Gardenia Venus Flytrap	Azalea Calceolaria Camellia Cyclamen Easter Lily Euonymus Fatsia Fuchsia Piggyback Plant Primrose String-of-Beads
Warm: Nights above 65 Degrees F.	Coffee Croton False Aralia Hawaiian Ti Poinsettia Purple Passion Vine Rubber Tree Sanseveria Schefflera Screw-Pine Weeping Fig	Aluminum Plant African Violet Asparagus Fern Cape Primrose Coleus Devil's Ivy Dieffenbachia Dracaena False Aralia Fittonia Flamingo Flower Gloxinia Lipstick Plant Monstera Moth Orchid Palms Paphiopedilum Philodendron Prayer Plant Rubber Tree Sanseveria Schefflera Screw-Pine Spathiphyllum Weeping Fig

Printed from: Crockett's Indoor Garden, James Underwood Crockett, Little, Brown, and Company, Boston, 1978, p. 311.

READING CHARTS - ACTIVITY 3

Look at the chart on the following page and answer the questions below.

1. What is the title of this chart?

2. The horizontal axis of this chart shows you:

   A. plant problems and causes
   B. causes
   C. symptoms

3. The vertical axis of this chart shows you:

   A. plant problems and causes
   B. causes
   C. symptoms

4. Look at the symptom, "plant bends toward light." What causes that:

   A. too high light
   B. root rot
   C. disease
   D. light from one side

5. Which of the following is a symptom that a plant has a disease?

   A. slow growth
   B. small new leaves
   C. leaf curl
   D. stem broken, leaf torn

6. What problem is caused by drafts?

   A. weak growth
   B. yellowing of old leaves
   C. stunting
   D. leaf color faded

PLANT PROBLEMS AND CAUSES

	Cause																						
Symptom	*Too much fertilizer*	*Too little fertilizer*	*Fluoride*	*Dry soil*	*Overwatering*	*Improper pH*	*Too low light*	*Too high light*	*Light from one side*	*Root rot*	*Pot bound*	*Too hot*	*Too cold*	*Cold water*	*Low humidity*	*Poor soil drainage*	*Pollution*	*Pesticide injury*	*Physical injury*	*Disease*	*Normal aging*	*Drafts*	*Pests*
Weak growth	X					X	X					X								X			X
Slow growth		X		X			X				X	X	X				X			X			X
Stunting	X	X		X	X					X	X	X	X		X		X			X			X
Small new leaves		X		X		X	X			X	X	X											X
Yellowing of old leaves		X		X	X	X	X	X		X	X	X	X		X	X	X			X	X	X	X
Yellowing of new leaves		X				X	X	X					X				X			X			X
Burned leaf tips	X	X	X	X	X			X		X					X	X	X	X		X		X	
Burned leaf margins	X	X	X	X	X			X		X					X		X	X		X			
Leaf spots								X						X			X	X		X			
Leaf drop	X	X		X	X		X					X	X		X	X	X			X	X	X	X
Leaf curl													X		X		X						X
Wilting	X			X	X			X		X	X	X	X		X		X			X			X
Rots at soil line					X								X							X			
Plant bends toward light									X														
Stems broken, leaves torn																			X				X
Death of roots	X			X	X															X			
Leaf color faded								X															

Printed from: Interior Plantscape, George H. Manaker, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1981, p. 195.

BEST COPY AVAILABLE

INTERIOR LANDSCAPING PACKET - ANSWER KEY

CONTEXT CLUES - ACTIVITY 1

1. annually
2. humidity
3. foliage
4. loam
5. tropicals
6. acclimated
7. environment
8. succulents
9. symptom

CONTEXT CLUES - ACTIVITY 2

plantscape
tropical
acclimated
humidity
foliage
fertilizer
environment
preserve

MAIN IDEA - ACTIVITY 1

1. C
2. Half the water given to a plant in a clay pot evaporates into the walls of the pot.
3. Plants need more water in summer.
4. You will kill a plant if you overwater it.
5. Yes, a cactus needs a small amount of water and a fern needs a lot.

MAIN IDEA - ACTIVITY 2

1. propagation
2. accept all reasonable responses
3. small parts cut off a plant
4. Propagation means getting a lot of plants from one or a few plants.

MAIN IDEA - ACTIVITY 3

1. C
2. D
3. A
4. B

MAIN IDEA - ACTIVITY 4

1. A
2. accept all reasonable responses
3. C
4. The main idea is stated in the first sentence.

DETAILS - ACTIVITY 1

1. California and Florida
2. leaves should be misted to provide humidity
3. equal parts peat moss, loam, and sand
4. all year, except in winter
5. feathery foliage and fan-shaped leaves

DETAILS - ACTIVITY 2

1. ND
2. D
3. D
4. D
5. D
6. ND
7. D

DETAILS - ACTIVITY 3

1. C
2. D
3. B
4. C

DETAILS - ACTIVITY 4

1. B
2. D
3. A
4. C
5. B

FACT OR OPINION - ACTIVITY 1

1. O
2. F
3. O
4. O
5. O
6. F
7. O
8. F
9. O
10. O
11. F
12. O
13. O
14. O

FACT OR OPINION - ACTIVITY 2

1. Facts
2. Opinions
3. Opinions

DIRECTIONS - ACTIVITY 1

1. C
2. B
3. D
4. A
5. plant name, plant variety, your name, and the date

DIRECTIONS - ACTIVITY 2

1. D
2. A
3. Add the plant to be supported.
4. C
5. Wrap damp moss around a wooden pole
6. plaster of Paris
7. D

DIRECTIONS - ACTIVITY 3

1. Propagating Succulents by Leaf Cuttings
2. 4
3. Use a sharp knife to cut a leaf from a succulent
4. Lay it on top of the soil to root.
5. Put its base into the soil.

READING LABELS - ACTIVITY 1

1. D
2. B
3. Hy-Trous Corp.
   Woburn, Mass. 01801
4. C
5. A

READING LABELS - ACTIVITY 2

1. D
2. The Hyponex Company, Inc.
   Copley, Ohio 44321
3. C
4. B
5. B

READING CHARTS - ACTIVITY 1

1. C
2. M
   M
   L
   M
   M
   L
   L
   L
   M

READING CHARTS ACTIVITY 2

1. D
2. A
3. C
4. D
5. A

READING CHARTS - ACTIVITY 3

1. Plant Problems and Causes
2. B
3. C
4. D
5. A
6. B

READING LABELS - ACTIVITY 3

1. C
2. D
3. Whitmire Research Laboratories, Inc.
   St. Louis, MO 63122
4. B
5. A
6. E
7. yes
   yes
   no
   no
   yes
   yes

READING ADS - ACTIVITY 1

1. B
2. A. Fact
   B. Opinion
   C. Fact
   D. Opinion
   E. Opinion
   F. Fact

READING ADS - ACTIVITY 2

1. D
2. B
3. 22290 S.W. 162nd Avenue
   Goulds, Florida 33170
4. (1) 800-327-7074
5. C

READING ADS - ACTIVITY 3

1. C
2. D
3. C
4. B
5. B
6. Richard Staples (916) 443-7373

TABLE OF CONTENTS AND INDEX - ACTIVITY 1

1. B
2. A
3. D
4. It is a listing of the chapters in a book from first to last.
5. C
6. D

TABLE OF CONTENTS AND INDEX - ACTIVITY 2

1. D
2. B
3. No, this page ends with "CO" beginnings to words and there must be more C words that are further down the alphabet.
4. deficiency symptoms, 144
   effects on aggregation, 114
   role in plants, 141
5. A
6. An index is a listing in alphabetical order of specific information in the book and the page numbers on which this information can be found.

INTERIOR LANDSCAPING BIBLIOGRAPHY

Crockett's Indoor Garden, James Underwood Crockett, Little, Brown, and Company, Boston, 1978.

Garden Rooms and Greenhouses, Jack Kramer, Harper & Row, Publishers, New York, 1972.

Houseplants and Indoor Landscaping, Muriel Orans, Barnes & Noble, A Division of Harper & Row, Publishers, New York, 1975.

Interior Plantscape, George H. Manaker, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1981.

Planting, Growing, Caring, James Carrich, Marie H. Kutzentach School for the Deaf, May, 1979.

Success With House Plants, The Reader's Digest Association, Inc., New York, 1981.

The Complete Book of Houseplants, Charles Marden Fitch, Hawthorn Books, Inc., New York, 1972.

TRADE RELATED READING PACKET
FOR
DISABLED READERS

WAREHOUSING PACKET

The following skills will be stressed in this packet:

Categorizing
Context Clues
Details
Fact and Opinion
Following Directions
Forms and Applications
Main Idea
Reading Charts and Diagrams
Reading Table of Contents and Index
Reading Want Ads
Using the Phone Book
Vocabulary

WAREHOUSING VOCABULARY

The following new words will be used in this packet. Read the words and their meanings so when you see them again, they will be familiar to you. Remember, any underlined word in the packet can be found in this vocabulary list.

aisle (īl) - space between rows.

approximate (ə präk´ sə mit) - more or less correct or exact.

attachment - (ə tach m nt) - an added piece put on a machine that will make the machine do more things.

bay (bā) - area in a warehouse, usually partially enclosed with vertical beams or walls.

commodity (kə mäd´ ə tē) - group of goods bought and sold.

counterbalance (koun´ tər bal əns) - a weight used to balance another weight.

defective (dē´ fek tiv) - having faults, flaws, weaknesses, not perfect.

disposable (dis pō´ z b'l) - things that can be thrown away after use.

efficient (ə fish´ ənt) - working well, making a product with no wasted work, expense, or materials.

F.O.B. Shipping Point - free delivery to a place.

inventory (in´ vən tôr ē) - a counting of items in a warehouse.

invoice (in´ vois) - a list of goods shipped to a buyer; stating price, number of goods, shipping charged, etc.

merchandise (mur´ chən diz) - things bought and sold.

pallet (pal´ it) - a low, portable platform, usually double-faced, on which materials are stacked for storage.

vertical (vur´ ti k'l) - upright, straight up and down.

vendor (ven´ dər) - seller.

CONTEXT CLUES - ACTIVITY 1

Write the vocabulary word from the box at the bottom of the page that has the same meaning (synonym) as the underlined word or words in each sentence.

1. Those products will have to be returned to the company that is the seller.
2. Something was broken in four boxes of that shipment.
3. Move those goods into row #72.
4. The goods will be shipped to New York.
5. Put the list of the goods in that envelope and attach it to the shipment.
6. I want all the items in the warehouse counted today.
7. Some pallets are thrown away because they are made to only be used once.
8. What extra pieces will you put on that forklift to make it carry that load?
9. All cereal shipments arrive on those low wooden platforms.
10. Space is not wasted if goods are stacked in an upright, straight pile, one on top of another.

aisle
attachments
defective
disposable
inventory
invoice
merchandise
pallets
vendor
vertical

CONTEXT CLUES - ACTIVITY 2

Fill in the empty spaces in the paragraph with the vocabulary words in the box at the bottom of the page.

John drives a _______________ forklift for Moody's Warehouses. He is given an _______________ form and told that certain _______________ will be arriving on the train in _______________ one hour. He will have to put a different _______________ on his forklift to be able to pick up the _______________ that the load is on. His book told him to move the commodity out of the _______________ and into aisle #191. John's boss also expects him to work _______________ and get the job done quickly.

- approximately
- attachment
- bay
- commodities
- counterbalanced
- efficiently
- invoice
- pallets

VOCABULARY - ACTIVITY 1

Find the following words in the puzzle below. The words can be found across, diagonally, and up or down.

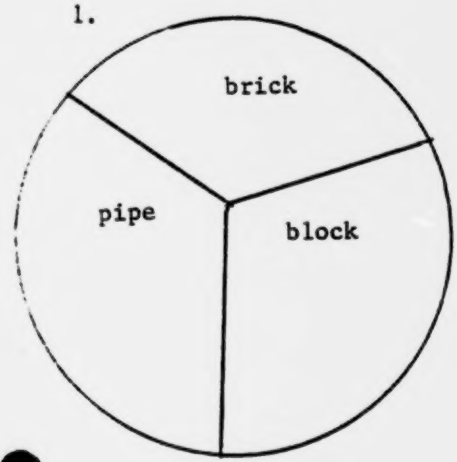
aisle
approximate
attachment
bay
commodity
counterbalance
defective
disposable
efficient
F.O.B. shipping point
inventory
invoice
merchandise
pallet
vendor
vertical

C	A	M	D	E	F	E	C	T	I	V	E	I	A
O	B	A	Y	C	O	M	M	O	D	I	T	Y	P
U	H	T	H	A	B	V	E	N	D	O	R	M	P
N	F	F	S	I	S	A	O	S	N	A	V	E	R
T	L	O	U	A	H	A	P	P	R	H	A	R	O
E	V	E	R	T	I	C	A	L	C	D	S	C	X
R	N	D	F	T	P	Y	L	I	E	R	I	H	I
B	V	I	T	F	P	Y	L	O	S	Y	N	A	M
A	A	S	W	O	I	D	E	W	I	L	V	N	A
L	N	P	D	N	N	C	T	N	E	O	E	D	T
A	Y	O	I	R	G	W	I	L	L	E	N	I	E
N	H	S	R	I	P	M	N	E	I	T	T	S	L
C	M	A	A	O	O	N	E	T	N	S	O	E	D
E	A	B	G	N	I	E	E	N	E	T	R	L	E
U	U	L	S	I	N	V	O	I	C	E	Y	R	S
I	I	E	T	A	T	T	A	C	H	M	E	N	T

CATEGORIZING - ACTIVITY 1

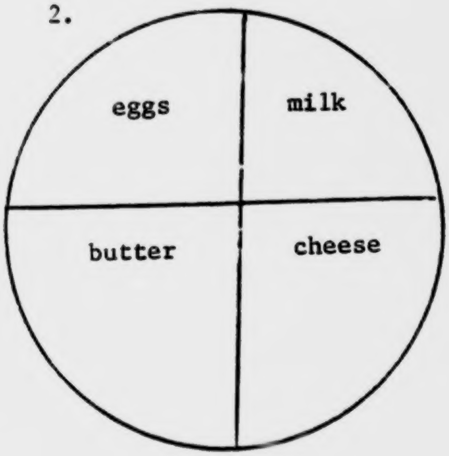
In the circles are names of products stored in the five different types of warehouses: dry storage, heated, refrigerated, frozen, and fenced in storage. On the line under each circle, write the type of warehouse.

1.


brick
pipe
block

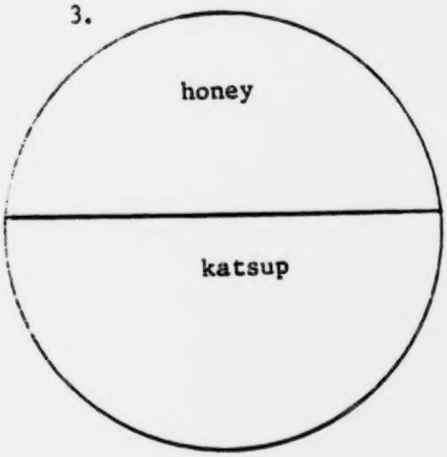
____

2.


eggs
milk
butter
cheese

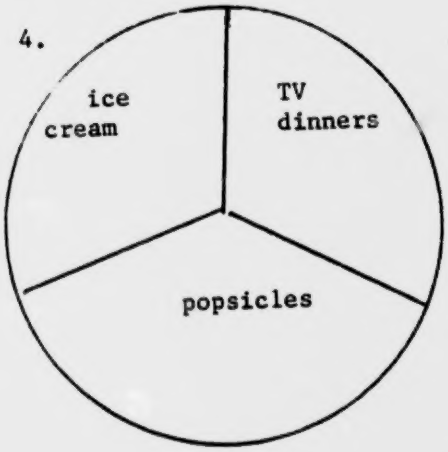
____

3.


honey
katsup

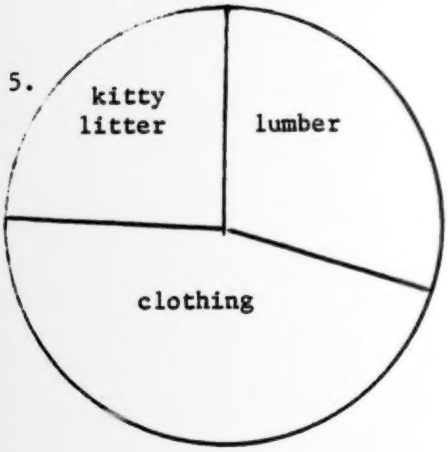
____

4.


ice cream
TV dinners
popsicles

____

5.



____

MAIN IDEA - ACTIVITY 1

Read the following paragraph and answer the questions below. Remember, the main idea tells you what the whole paragraph is about.

* The main goal of warehousing is to store goods efficiently. Space management is a name given for the idea of using storage space wisely. Surprisingly, wasting space will make a company lose more money than if manpower was wasted. This is true because space does not punch a time clock; it is always there. With space costing $14.00 or more for a square foot of floor area, it is easy to see why space management is important in a warehouse.

1. A good tile for this paragraph would be:

   A. Wasting Space
   B. Warehousing Goals
   C. Space Management: Storing Goods Efficiently
   D. The High Cost Of Space

2. The main idea of this paragraph is:

   A. in the first sentence
   B. in the last sentence
   C. unstated
   D. in the first and last sentences

3. The main idea of this paragraph is:

   A. Space management is an important factor in warehousing.
   B. Space is expensive.
   C. Space can be wasted easily.
   D. Space is measured in square/feet.

*Printed from: Management's Guide to Efficient Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982, p. 29.

MAIN IDEA - ACTIVITY 2

Read the following paragraph and answer the questions below.

* It is discovered that goods received are defective for no obvious shipping cause, the merchandise should be returned to the vendor for credit, replacement, or repair. If poor packing by the vendor caused the damage, the vendor can be charged for the losses under the terms of F.O.B. shipping point. The seller should be told of the damage, and the reason for the problem. They should be charged for the damage on an official return form used by your company. This form should have pictures of the damage. The damaged goods should also be returned.

1. A good title for this paragraph would be:

   A. Merchandise In The Warehouse
   B. Returning Defective Goods to the Vendor
   C. Sending Broken Things Back
   D. Lawsuits in Warehousing

2. The main idea of this paragraph is:

   A. Defective goods are a rip-off.
   B. People who sell broken things should go to jail.
   C. If you discover defective goods, you should send them back to the vendor.
   D. You have to fill out company forms to return defective goods.

3. Is the main idea of this paragraph stated or unstated? (Remember, if a main idea is stated, it is written somewhere in the paragraph, if it is unstated you have to use clues to figure it out.)

4. Which sentence has the main idea of this paragraph?

   A. first sentence
   B. second sentence
   C. third sentence
   D. fourth sentence

*Printed from: Management's Guide to Efficient, Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982, p. 12.

MAIN IDEA - ACTIVITY 3

Read the following paragraph and answer the questions below.

* Unless there is a well-planned layout for the warehouse, materials will be stored in the first open spot. Before long, materials can be lost. Filling orders takes longer. Workers get angry. It is a waste to operate a disorderly warehouse.

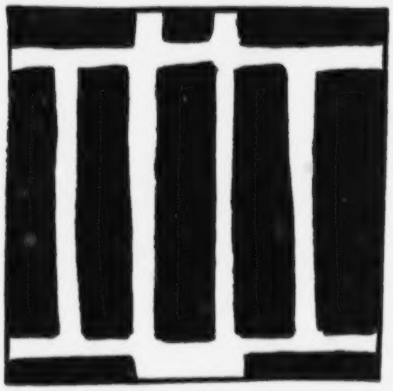
1. A good title for this paragraph would be:
   - A. Straight, Clear Rows
   - B. The Waste Of An Unorganized Warehouse
   - C. Angry Workers
   - D. List Materials

2. What is the main idea of this paragraph?
   - A. Materials will be stored in the first open spot.
   - B. Materials can be lost.
   - C. Filling orders takes longer.
   - D. It is a waste to operate a disorderly warehouse.

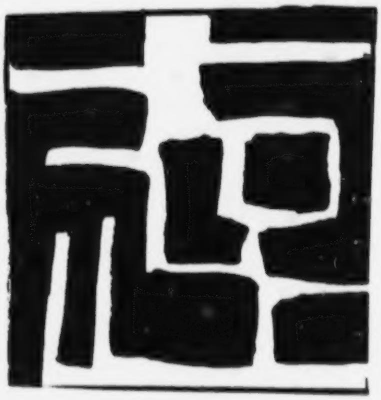
3. Which sentence in the paragraph has the main idea?
   - A. first sentence
   - B. second sentence
   - C. last sentence
   - D. none of the sentences

4. According to the main idea of this paragraph, which drawing shows a disorderly warehouse layout? (Note that the dark areas are storage and the white areas are the rows.)

A



B



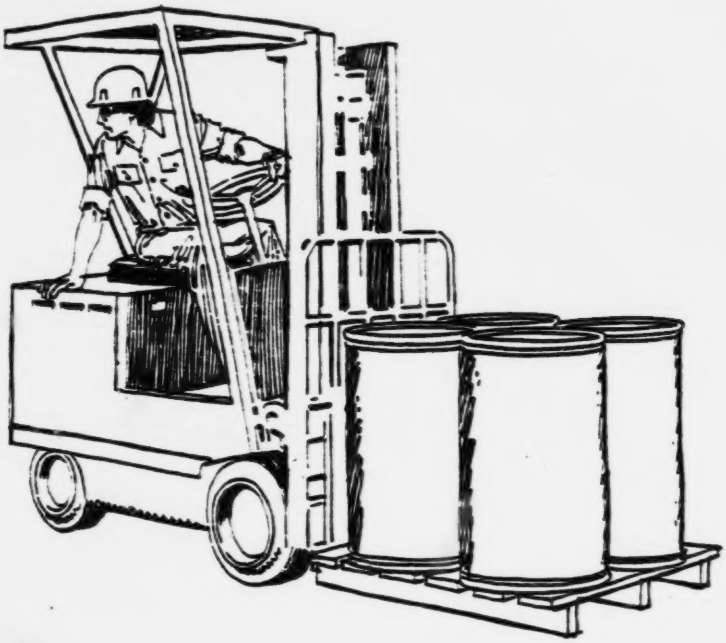
*Printed from: Modern Warehouse Management, Creed H. Jenkins, McGraw Hill Book Company, New York, 1968, pp. 82-83.

4. Which sentence is the main idea of this paragraph?

   A. The counterbalanced forklift can be used to carry heavier loads than the other types of forklifts.
   B. The forklift picks up the pallet with the four steel drums on it.
   C. The most common and useful of all forklifts is the counterbalanced forklift.
   D. The basic design calls for a large weight at the rear of the lift.

MAIN IDEA - ACTIVITY 4

Read the following paragraph and answer the questions below.



*Probably the most common and most useful of all the forklifts is the counterbalanced sit down rider forklift. The basic design calls for a large weight at the rear of the lift to make up for any load raised or carried on the forks or any attachments put on the forklift. The counterbalanced forklift can be used to carry heavier loads than the other types of forklifts. Counterbalanced forklifts are useful outdoors and indoors. Counterbalanced forklifts can be fitted with many attachments to do different jobs. Notice in the picture how easily the forklift picks up the pallet with the four steel drums on it.

1. The picture above gives you a clue that the paragraph will be about:

   A. people
   B. forklifts
   C. looking both ways when driving
   D. safety rules

2. A good title for this paragraph would be:

   A. Different Kinds of Forklifts
   B. Common Forklifts
   C. The Counterbalanced Forklift
   D. Pallets - Why We Use Them

3. Which sentence in the paragraph states the main idea?

   A. first sentence
   B. second sentence
   C. third sentence
   D. fourth sentence

*Printed from: Management's Guide to Efficient Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982, p. 159.

DETAILS - ACTIVITY 1

Read the following selection and answer the questions below.

DIFFERENCES BETWEEN PUBLIC AND PRIVATE WAREHOUSES

A public warehouse stores goods for many different companies. It is a money making business. Public warehouses have many services for their customers.

A private warehouse is a warehouse which stores goods for one company and it is usually owned by the one company that runs it. This type of warehouse is not a money making business for the company, but a necessary expense. For example, the A & P Warehouse in Florence, New Jersey, is a private warehouse. There are no other goods in the building except for A & P goods.

1. List two differences between public and private warehouses.

2. What company did the selection give as an example of a private warehouse?

3. Where is this company's warehouse?

DETAILS - ACTIVITY 2

Read the following selection and answer the questions below.

There are five different types of public warehouses and each has a different function. A dry storage warehouse does what its name says, it provides dry storage. Kitty litter is one product in dry storage. A heated warehouse stores products (like honey) that would not keep well if allowed to get cold. A refrigerated warehouse usually stores food products that will go bad if they get warm, such as milk or butter. Ice cream or frozen TV dinners are stored in a frozen warehouse. The last type of warehouse is simply called fenced in storage. This is a lot with a fence around it in which companies can store pipe, cement products, or anything else that can be stored outside.

1. How many different types of public warehouses are there?

2. Match the name of the type of warehouse to a product it stores:

_____ dry storage   A. ice cream
_____ frozen   B. pipe
_____ refrigerated   C. milk
_____ fenced in storage   D. honey
_____ heated   E. kitty litter

DETAILS - ACTIVITY 3

Read the following selection and answer the questions below.

* A 1972 survey showed that nationwide, there were 91.2 injuries per 100 public warehouse workers. This does not compare well with the figure of 10.9 per 100 workers for all industries. Warehouses are dangerous. Goods and workers are always moving. A warehouse may receive a pallet that was loaded wrong and this will not be obvious until a worker tries to move it.

Even with the best of work, a small number of all goods a warehouse receives, stores, and ships are damaged. Special ways for handling broken or damaged goods must be set up for employee safety. For example, a case of broken ammonia bottles has three dangers: broken glass, slippery floors, and fumes.

1. When was this survey done?

2. What example of a safety problem did the first paragraph give?

3. What three problems can arise if a case of ammonia is broken?

4. Why is the number of warehouse worker injuries higher than the number for workers in all industries?

5. How many warehouse workers per 100 are injuried?

*Printed from: Contemporary Physical Distribution & Logistics, James C. Johnson and Donald F. Wood, Penn Well Publishing Company, New York, 1982, p. 369.

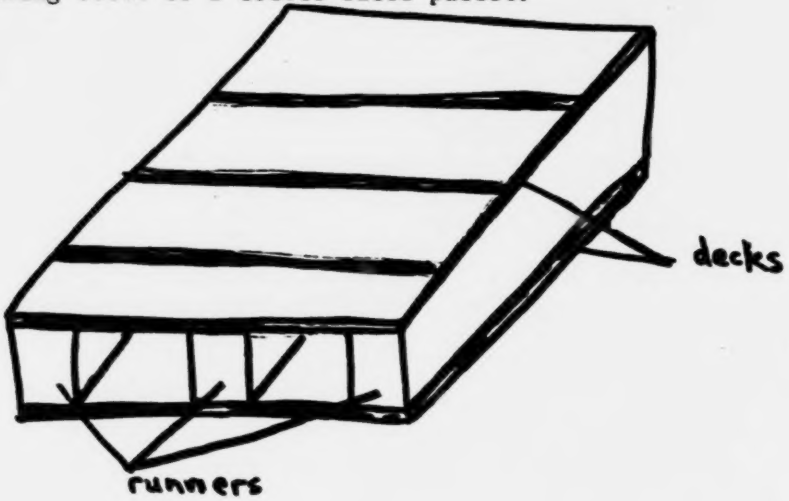
DETAILS - ACTIVITY 4

Read the following selection and answer the questions below.

* You could say that pallets are the backbone of the warehouse business. Just about anything that comes or goes at a warehouse is shipped and stored on pallets. Most pallets are made of wood, however, they do not last as long as newer pallets that are made of metal. A combination of cardboard and wood is used for disposable one-way pallets.

The most familiar pallet used is the double faced pallet. It has two or more runners attached to an upper and lower deck. The runners make openings of a large enough size for the forks of a forklift to enter between the decks. The upper and lower decks have the surface needed to store one load on another to use vertical space.

Notice the drawing below of a double faced pallet.



1. What are most pallets made of?

2. What is the name of the most familiar type of pallet used?

3. Why are there openings between the runners in the pallet?

*Information from: Modern Warehouse Management, Creed H. Jenkins, McGraw-Hill Book Company, New York, 1968, p.p. 184-185.

4. How do pallets make it easy to store goods?

    A. Pallets let you store one load on top of another.
    B. Pallets can be made of metal.
    C. Pallets are cheap.

5. The double faced pallet is called double faced because:

    A. It's a good name for a pallet.
    B. It has one deck.
    C. It has two decks.
    D. It has two or more runners.

6. What are disposable pallets made of?

FOLLOWING DIRECTIONS - ACTIVITY 1

Read the directions and answer the questions below.

* **LOADING A TRUCK**

1. Use proper containers for goods.
2. Place heavy items on the bottom.
3. Spread the weight evenly on the truck.
4. Leave enough space at the top of the truck so that the load will be able to be removed later.
5. Include all proper papers with the load.

1. These directions tell you how to:

   A. Use proper containers.
   B. Include all proper papers.
   C. Load a truck.
   D. Spread weight of goods.

2. These directions have __________ steps.

   A. 2
   B. 3
   C. 4
   D. 5

3. What should you do first?

   A. Use proper containers for goods.
   B. Place heavy items on the bottom.
   C. Spread weight evenly.
   D. Leave space at top of truck.

4. If you were following step #2 of the directions, which of these goods would you place on the bottom of the truck?

   A. 2 pallets of bricks
   B. 3 cases of dishes
   C. 2 pallets of corn flakes cereal
   D. 10 cases of beer

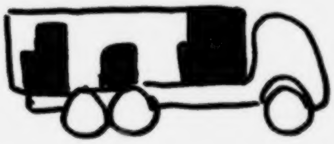
*Information from: Management's Guide to Efficient Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982, p. 77.

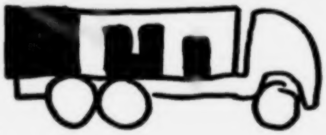
5. What is the last thing the directions tell you to do?

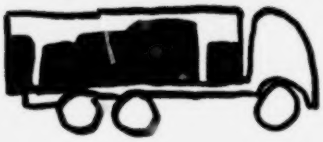
   A. Use proper containers.
   B. Include all papers.
   C. Spread the weight.
   D. Leave space at the top of the truck.

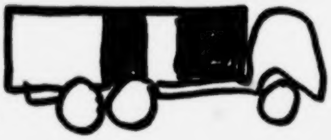
6. After you put the heavy items on the bottom of the truck, then what should you do next?

7. Which truck pictured below has the weight of the load spread evenly? Notice that the dark area in each truck is the load.


A


B


C


D

FOLLOWING DIRECTIONS - ACTIVITY 2

Read the directions and answer the questions below.

Unload the pallets of canned foods out of the first boxcar. Take them to Warehouse #4, Section 117. Then, count the products on the pallets and check the invoice and bring it to the office. If the number of boxes of canned foods that you count is different than the number on the invoice, see your supervisor.

1. What do these directions tell you to do first?

2. Where do you take the canned food?

3. If the invoice and the number of products add up correctly, where do you take the invoice?

4. If you have less canned foods than the invoice says you should have, what must you do?

5. What do you do right after you move all the food products to Section 117?

FORMS AND APPLICATIONS - ACTIVITY 1

The job application on the next four pages was taken from a New Jersey Warehouse Company. You are applying for a position as a warehouse person.

Follow the directions on the application and keep your writing neat.

Notice the section of the application that has large print saying "To the Applicant." In this section, only answer the questions that have been checked. This section has questions that are illegal to ask people unless the answer would directly relate to the job.

Look at the section of the application labeled "Personal References." The warehouse company wants you to write the names, addresses and phone numbers of people who know you; such as a minister or priest, teacher, neighbor, mayor, doctor, etc..... Write the names of people who you know will say something good about you. Do not write the names of classmates, relatives, friends or people you date!

APPLICATION
for
EMPLOYMENT

Date ______________________

Position Applied for ______________________

We believe in the principles of equal employment opportunity and fully intend to fulfill our obligations. No person seeking employment with us shall be subject to either adverse or preferential treatment on the basis of race, color, religion, sex, age or national origin.

Personal

Name ______________________ Social Security No. ______________________
LAST FIRST MIDDLE

Present Address ______________________
NO. STREET CITY STATE ZIP CODE

How long have you lived at this address? ______________________ Telephone No. ______________________

How did you learn of this opening? ______________________

Have you worked for us before? ______________________ If yes, when? ______________________

Do you want to work ☐ Full-Time or ☐ Part-Time? If part-time, specify days & hours ______________________

If hired, when will you be available for work? ______________________

Do you have a reliable method of transportation to get to work? ______________________

To the Applicant:

Do not answer any question in this blocked section unless the employer checked the box next to the question, thereby indicating the requested information is necessary for a bona fide occupational qualification, national security or other legally permissible reasons.

☑ Are you over 18 years of age? ______ If no, employment is subject to verification that you are of minimum legal age.

☐ Please indicate when you attended school: Elementary from ______ to ______ High School from ______ to ______ College from ______ ______ From ______ to ______ to ______ Other (Specify) ______________________

☐ Sex: ______ Male: ______ Female ☐ Height: ______ ft. ______ inches. ☐ Weight ______ lbs.

☐ Marital Status: Single ______ Engaged ______ Married ______ Separated ______ Divorced ______ Widowed ______

☐ Date of Marriage ______ ☐ Number of Dependents ______ ☐ Are you a U.S. Citizen? ______

☐ Have you ever been bonded? ______ If yes, on what jobs? ______________________

☑ Have you been convicted of a crime in the past ten years, excluding misdemeanors and traffic violations? ______________________

If so, explain in full ______________________

☐ If you have a military reserve status, provide number of active duty days per year ______________________

☑ Have you had a major illness in the past five years? ______ If yes, explain ______________________

☑ Do you have any physical handicaps which preclude your performing certain types of work? ______________________

If yes, describe the handicap(s) and work limitations: ______________________

Employer may ask other bona fide occupational questions below: ______________________

☐ ______________________

☐ ______________________

BEST COPY AVAILABLE

Education

	NAME & ADDRESS OF SCHOOL	CIRCLE LAST YR. COMPLETED	GRADUATED (YES OR NO)	DEGREE	MAJOR
ELEMENTARY		6 7 8 9			
HIGH SCHOOL		10 11 12			
COLLEGE		1 2 3 4			
OTHER					

AVERAGE HIGH SCHOOL GRADES A ____ B ____ C ____ D ____ FINAL COLLEGE GRADE POINT AVERAGE ________ OUT OF POSSIBLE ________

EXPLAIN ANY ADDITIONAL SCHOOLING OR SPECIALIZED TRAINING NOT COVERED ABOVE ________

Military Service

BRANCH	FROM MO. YR.	TO MO. YR.	RANK AT SEPARATION	DUTIES OR SPECIALTY

Have you ever had any schooling under the G.I. Bill of Rights? ________

If yes, please describe ________

Personal References excluding former employers or relatives

NAME	ADDRESS	TELEPHONE NO.

BEST COPY AVAILABLE

BEST COPY AVAILABLE

Employment History

(List in order with last or present employer first.)

A. NAME OF COMPANY B. STREET ADDRESS C. CITY & STATE	DATES EMPLOYED MONTH	YEAR	POSITIONS AND WAGES OR SALARY	A. NAME OF SUPERVISOR B. SUPERVISOR'S TITLE C. REASON FOR LEAVING
A	FROM		POSITION	A
B	TO		LAST SALARY	B
C				C
A	FROM		POSITION	A
B	TO		LAST SALARY	B
C				C
A	FROM		POSITION	A
B	TO		LAST SALARY	B
C				C
A	FROM		POSITION	A
B	TO		LAST SALARY	B
C				C
A	FROM		POSITION	A
B	TO		LAST SALARY	B
C				C

May we contact the employers listed above? ______ If not, indicate below which one(s) you do not wish us to contact.

APPLICANT PLEASE READ

I CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSE INFORMATION MAY BE CAUSE FOR REJECTION OF MY APPLICATION FOR EMPLOYMENT OR DISCHARGE FROM MY EMPLOYMENT.

I FURTHER AGREE TO BE FINGERPRINTED OR TO SUBMIT TO A PHYSICAL EXAMINATION BY A COMPANY-APPOINTED PHYSICIAN OR A SCIENTIFIC PERSONNEL EVALUATION POLYGRAPH TEST WHEN REQUESTED BY THE COMPANY, EITHER PRIOR TO, OR AT ANY [illegible] DURING MY EMPLOYMENT.

SIGNATURE OF APPLICANT ____________________

DATE ____________________

Applicant – Do not write on this page.

Interviews

INTERVIEWER	DATE	COMMENTS

Test Results

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	INTERPRETATION AND COMMENTS

Reference Checks

REFERENCE	PERSON CHECKING REFERENCE	COMMENTS

Accepted for employment? ☐ Yes ☐ No

If yes: Starting Rate ________ per _____; Starting Date _____; Shift ___________

Position ____________________ Dept. ____________ I.D. No. ________

Employed by ____________________ Approved by ____________

If no: Should applicant be considered for future openings? ☐ Yes ☐ No

Explain ____

____

FORMS AND APPLICATIONS - ACTIVITY 2

Look at the invoices on the next two pages. The first is a sample, showing you how to fill in the information on the invoice. The second invoice, you will fill in, using the information from the bottom of this page.

Your writing on the invoice form must be clear and neat. If you work for a company that just sends out the form with your writing on it, the customer is going to have to read it. If your company has secretaries that take your form and make a typed copy to be sent to the customer, your copy must be clear for them to read. Remember, if your writing causes mistakes, your warehousing company will lose money and that could cost you your job!

Look at the sample invoice. Notice that not everything is filled in. You as the warehouse worker fill in the basic information. Information such as the document number or customer number is put on the form by the warehouse company's office workers in the billing department. Your job is to fill in the number of goods shipped, what was shipped, the weight, cost of goods, and date. You must also fill in the information at the top of the invoice. REC'D FROM is the company sending the product. FOR ACCT. OF is the customer.

From the information below, try to fill in the blank invoice.

Campbell's Soup Company, 12 Campbell Place, Camden, New Jersey 08315 is shipping the following cases of soup to Acme Markets Inc., Delsea Drive, Glassboro, N.J. 08028.

5 cases	Chicken Noodle Soup, 125 lb., priced at 118.00
8 cases	Vegetable Beef Soup, 200 lb., priced at 220.80
3 cases	Cream of Mushroom Soup, 75 lb., priced at 58.80
10 cases	Alphabet Chicken Soup, 250 lb., priced at 236.00
4 cases	Bean Soup, 100 lb., priced at 78.40
8 cases	Single Serving Beef Soup, 160 lb., priced at 126.40
12 cases	Single Serving Clam Chowder, 240 lb., priced at 165.60

Also, add up the price of the soup to get a total price that you write at the bottom of the page.

STANDARD WAREHOUSE & DISTRIBUTING CO.

P. O. Box 389
Camden, N. J. 08101
Phone: 609-665-1550 215-925-4388 TWX-710-892-0916
37th St. & River Road, Pennsauken, N. J. 08110

REC'D FROM
Kellogg's Cereal Corp.
112 Lancing Way
Battle Creek, Michigan 00212

SAMPLE

FOR ACCT. OF
Superfresh Grocery Inc.
Rt. 130
Riverside, New Jersey 08017

ORIGINAL INVOICE

DOCUMENT NUMBER	DATE	CUSTOMER NUMBER	CUSTOMER ORDER NO.	BILLING PERIOD	WAREHOUSE NO.
	8/29/84				

QUANTITY	SAID TO BE OR CONTAIN (CUSTOMER ITEM NO., WAREHOUSE ITEM NO., LOT NUMBER, DESCRIPTION, ETC.)	WEIGHT	STORAGE RATE HANDLING RATE	
10 cases	Corn Flakes	225 lb.		318.00
5 cases	Special K	100 lb.		159.00
2 cases	Special Bran Flakes	35 lb.		71.60
2 cases	Pop Crunchies	45 lb.		71.60
2 cases	Sugar Sweet Captain Crud	45 lb.		71.60
2 cases	Blueberry Fruit n Cereal	35 lb.		59.60
				$751.40

THIS IS YOUR ONLY INVOICE
TERMS: NET CASH DUE UPON RECEIPT.

PAY THIS AMOUNT

BEST COPY AVAILABLE

STANDARD WAREHOUSE & DISTRIBUTING CO.

P. O. Box 389
Camden, N. J. 08101
Phone: 609-665-1550 215-925-4388 TWX-710-892-0916
37th St. & River Road, Pennsauken, N. J. 08110

REC'D FROM

FOR ACCT. OF

ORIGINAL INVOICE

DOCUMENT NUMBER	DATE	CUSTOMER NUMBER	CUSTOMER ORDER NO.	BILLING PERIOD	WAREHOUSE NO.

QUANTITY	SAID TO BE OR CONTAIN (CUSTOMER ITEM NO., WAREHOUSE ITEM NO., LOT NUMBER, DESCRIPTION, ETC.)	WEIGHT	STORAGE RATE HANDLING RATE	

THIS IS YOUR ONLY INVOICE
TERMS: NET CASH DUE UPON RECEIPT.

PAY THIS AMOUNT

BEST COPY AVAILABLE

READING WANT ADS - ACTIVITY 1

Read the following want ads and answer the questions below. Notice that each ad has been numbered and will be referred to by that number in the questions.

#1 WAREHOUSE Person, must have knowledge of driving a straight heavy diesel truck, drivers lic. & gd. driving record req'd., liability a must. Apply in person at Pestritto Bread Basket, 479 Little Gloucester Road, Blackwood, N.J. Ask for Bruce or Earl, absolutely no phone calls.

#2 WAREHOUSE, full-time, must be reliable & dependable. Apply bet. 10 - 4, Tues. - Fri., at Garden State Beauty Supply, 926 Black Horse Pike, West Collingswood Heights, N.J., 742-0300.

#3 WAREHOUSE PERSONS, full-time, must be over 18 years of age. Apply in person, Discount Harry, Route 130, Pennsauken.

#4 WAREHOUSE PERSON, $4.75/hr. plus O.T., inquire 319 Washington Avenue, Moorestown.

#5 WAREHOUSE PERSON, To do various warehouse work for record distributor. Must have solid employment references, and high school diploma, $150 per wk. to start. Call 665-8085 for interview.
2:30 to 5:00 ONLY

#6 WAREHOUSE m/f, Pick, pack orders and other warehouse duties in Mt. Laurel. Full-time position with growth company. All benefits. Call Sbar's, 234-8220.

1. Match each of the following abbreviations from the ads to the word it stands for.

_____	gd.	A.	week
_____	bet.	B.	hour
_____	yrs.	C.	between
_____	O.T.	D.	required
_____	wk.	E.	good
_____	req'd.	F.	male or female
_____	m/f	G.	overtime
_____	hr.	H.	license
_____	lic.	I.	years

2. Which 3 want ads gives you no other choice but to apply in person?

A. #1, #2, #3
B. #4, #5, #6
C. #1, #3, #5
D. #1, #3, #4

3. Which ads says that you can start at $150 per week?

   A. #3
   B. #4
   C. #5
   D. #6

4. Which ad offers part-time work?

   A. None of the ads.
   B. #4.
   C. #1.
   D. All of the ads.

5. Which two ads give a specific time that you can call or apply?

   A. #2 & #6.
   B. #4 & #6.
   C. #2 & #5.
   D. #5 & #3.

6. To get the job in ad #5, the requirements are:

   A. Truck driver's license and good driving record.
   B. Employment references and high school diploma.
   C. Older than age 18.
   D. Must be reliable.

7. Which ad says that you will be paid $4.75/hour and get overtime also?

   A. #1.
   B. #2.
   C. #3.
   D. #4.

8. Ad #1 tells you to ask for:

   A. Steve
   B. Sbar's
   C. Discount Harry
   D. Bruce or Earl

9. What is the name of the company that will hire you if you get the job in ad #2?

   A. Discount Harry's
   B. Garden State Beauty Supply
   C. Pestritto's Bread Basket
   D. Sbar's

READING WANT ADS - ACTIVITY 2

Read the following want ad and answer the questions below.

WAREHOUSE Person, M/W w/prev. exp. needed. Familiar w/warehousing, and inventory procedures. Must be over 18 yrs. of age and have a H.S. diploma. We offer $4.75 to start, O.T., and GOOD benefits. Apply at R & B Warehouses, Rt. 70, Pennsauken, NJ 08003. NO PHONE CALLS.

1. Match the following abbreviation to the word they represent:

_____ H.S.
_____ M/W
_____ yrs.
_____ O.T.
_____ exp.
_____ hr.
_____ w
_____ prev.

A. hour
B. overtime
C. men or women
D. with
E. high school
F. previous
G. years
H. experience

2. What are 4 job requirements that this ad wants before they will hire you?

3. What benefits does this company offer?

4. This ad does not want you to:

A. Apply at R & B Warehouse.
B. Be older than age 18.
C. Call on the phone.
D. Get good benefits.

USING THE PHONE BOOK - ACTIVITY 1

Look at the phone book page behind this page and answer the questions below.

1. If you wanted to find a refrigerated warehouse, under which heading would you look?

   A. Wallpapers & Wallcovering Whol.
   B. Warehouses - Cold Storage.
   C. Warehouses - Merchandise.
   D. Warehousing - Field.

2. You need to store Breyers Ice Cream for several supermarkets. Which warehouse would you use?

   A. Pioneer Warehousing Corp.
   B. U-Haul Company
   C. Dockside Refrigerated, Inc.
   D. Bridgeton Freezer Corp.

3. Which warehouse has a burglar alarm system?

   A. AMC Self-Service Storage Company
   B. Aardwolf Corp.
   C. Pitman Warehousing
   D. Terminal Warehouse Company

4. Which warehouse is in Philadelphia?

   A. Farmers Storage Co. Inc.
   B. Mobile Warehousing Inc.
   C. Sweet Service Corp.
   D. U-Haul Company

5. What is the phone number of Malloy Warehouse and Distribution Corp.?

   A. 665-1080
   B. 338-1100
   C. 665-2315
   D. 665-1550

6. Which warehouse company has railroad facilities?

   A. Moorestown Warehousing Inc.
   B. John-Jeffrey Corp.
   C. HWR Corp.
   D. American Carriers Moving & Storage

Wallpapers & Wallcoverings—Retail (Cont'd)

SUE-MAR WALLPAPER OUTLET
[illegible] -- 767-1413
(See Our Advertisement Under This Heading)
TODAY'S INTERIORS INC
29BlackHorsePike[illegible] --- 728-0200
TURNERSVILLE HARDWARE
2695BlackHorsePikeTurnrsvl -- 227-4410
WALL-TEX VINYL WALL FABRIC—
MARTY'S WALLPAPER OUTLET
5355BlackHorsePike
[illegible] ---------- 228-3300
SOUTH JERSEY WALLPAPER CO
7BlackHorsePike[illegible] - 546-9536
WALLPAPER SUPERMARKET
5307StateHwyNo70Pen ---- 665-3766
1280NBlackHorsePikeTurnrsvl -- 228-3203
BlackHorsePikePol ---------- 64[illegible]-8620
3329[illegible]PikeFeastrvlPa 215 364-2300
801Bethlehem Pike
MontgomeryPa ---------- 215 362-7606
WALLPAPER WAGON BUDGET STORE
100[illegible]BridgeRdBarrgtn 546-1000
(See Our Advertisement Under This Heading)
WINSLOW HOME CENTER
461[illegible]RdSicklrvl ----- 629-0404

Wallpapers & Wallcoverings—Whol. & Mfrs.

AMERICAN BEAUTY WALLPAPERS—
ATLAS WALLPAPER & PAINT CO
2627StateHwyNo70
Cherryhl ---------- 665-4010
ATLAS WALLPAPER & PAINT CO
2627StateHwyNo70Cherryhl - 665-4010
Bon-Ton Wallpaper Co StateHwyNo70&
[illegible] ---------- 662-3605
[illegible] AMERICA LTD
Suite No 228
409StateHwyNo70ECherryhl -- 428-0003
Surplus Wallpaper Outlet Inc
5355BlackHorsePikeBlckwd -- 228-3300
Tomwar Corp
Wallpaper Sample Book Manufacture
[illegible]RdRioGrande ----- 889-1010

Warehouses—Cold Storage

BRIDGETON FREEZER CORP
Penn&[illegible]Bdgtn ---------- 451-2835
CAMDEN REFRIGERATING & TERMINALS CORP
[illegible]Cam --- 964-7980
DOCKSIDE REFRIGERATED INC
2nd&ClintonCam ---------- 964-0242
FARMERS STORAGE CO INC
325Locust[illegible] ------- 235-7749
325Locust[illegible] --------- 235-0841

Warehouses—Merchandise

AAA WAREHOUSING INC
COMPLETE
WAREHOUSING FACILITIES
SECURITY PROTECTION
SHORT TERM & LONG TERM
TRUCKING SERVICE
RAILROAD FACILITY
890CharlesGlo ----------- 456-2486

AMC SELF-SERVICE STORAGE COMPANY
THE SPACE PLACE
SEE AD UNDER MOVING & STORAGE
[illegible] ----------- 228-1222

Aardvark Corp
1861 OldCuthbertRdCherryhl -- 429-2333
ABLE WAREHOUSING DISTRIBUTING CO INC
[illegible]Burlgtn 386-1522
American Carriers Moving & Storage
[illegible] ----------- 663-4110
BENJAMIN CHARLES INC
[illegible] Burglar Alarm Systems-
[illegible]-R R Siding-
Export Boxing & Crating
[illegible]PhilaPa 215 426-[illegible]

Warehouses—Merchandise (Cont'd)

[illegible] 1361[illegible]Cam -- 963-[illegible]
Cabot [illegible] --------- 931-1700
County Terminal Dist Inc
[illegible] --------- 663-2420
Delaware Valley Warehouse Co
[illegible] ---- 587-1265
DEPENDABLE WAREHOUSING CO INC
1301UnionAvPen --------- 665-1762
EASTERN STATES DISTRIBUTION
[illegible] ----------- 546-0400
EASTERN STATES DISTRIBUTION
[illegible] ------------ 662-[illegible]
G & P Enterprises [illegible]Cam - [illegible]

GALLAGHER'S WAREHOUSING & TRUCKING & PETER [illegible] CORP
400,000 Sq Ft Sprinkler Alarm Prot
301[illegible]Cam ----------- [illegible]

H W R CORP
WAREHOUSING &
DISTRIBUTION
Railroad Facilities
1890FederalCam ---------- 963-3441

Harris-Camden Terminal Co
2201[illegible]Cam ---- 962-7900
HOLT HAULING & WAREHOUSING SYSTEM INC 701NBroadwayGlo 456-6400
International Stainless Steel Corp
CamdenArea ------------ 338-1100
JOHN-JEFFREY CORP
850CharlesGlo ----------- 456-0294
L & M DISTRIBUTION CENTERS INC
USHwyNo130&Cooper
[illegible] -------------- 871-5520
Matley Warehouse and Distribution Corp
[illegible]Pen ------- 665-1080
Watson A Warehousing Inc
[illegible]Cam -------- 963-8153
Mobile Warehousing Inc
[illegible] -- 767-1509
[illegible] WAREHOUSING INC
Industrial Warehousing
400[illegible] ----- 234-8000
PIONEER WAREHOUSING CORP
275[illegible]Pen ---------- 665-4200

PITMAN WAREHOUSING
SPRINKLERIZED BURGLAR ALARM SYSTEMS
HEATED-RR SIDING
LambsRd&LaurelDrPit ----- 589-3960

Listings of This Classification

Are Continued in Next Column

SELF-STORAGE
at low monthly rates
INSIDE STORAGE
• SECURE, CLEAN • YOUR LOCK & KEY • RESIDENT MANAGER
U-HAUL
MOVING CENTERS
PHILADELPHIA, PA
747 W. Allegheny Av ... 215 227-3900
7231 Washington Av ... 215 483-5200

PUBLIC STORAGE
STORE YOUR
STUFF FOR LESS
Private storage
spaces for rent
by the month.
Sizes to suit your needs.
CALL FOR RATES & INFORMATION

PUBLIC STORAGE
RENTAL SPACES

STORAGE LOCATIONS
• Public Storage
[illegible]-[illegible]RdBlckwd - 227-7391
Public Storage 6[illegible]LaCherryhl 354-0455
Public Storage
StateHwyNo38[illegible] -- 234-0417

Public Storage
[illegible]-[illegible]RdBlckwd ---- 227-7391

PUBLIC STORAGE INC
DEVELOPERS AND OPERATORS OF
MINI WAREHOUSE STORAGE SPACE
1235[illegible] -------- 778-8790

River Road Warehouse 405 37thPen 665-2315

SHANAHAN FREIGHT CO INC
GENERAL COMMODITIES
SAME DAY SERVICE
IMPORT - EXPORT
When in Phila Call------ 215 923-4373
[illegible]HaddonAvCam -------- 963-4500

Standard Warehouse & Distributing Co
37th&RiverRdPensvn ------- 665-1550
State Warehouse Of Camden Inc
701NBroadwayGlo---------- 456-2902
SWEET SERVICE CORP
[illegible]Pen -------- 665-6615
TERMINAL WAREHOUSE COMPANY
[illegible] ------- 933-3333
U-HAUL COMPANY
747WAlleghenyPhilaPa-- 215 227-3900
(See Our Advertisement Under This Heading)
Warehouse Labor Supply
735[illegible] ----- 963-2248

Warehousing—Field

Dependable Warehousing Co Inc
1301UnionAvPen --------- 665-1762
Harrigan Warehouse Division
RiverRdPen -------------- 662-8530
John-Jeffrey Corp 850CharlesGlo - 456-0294

Washers

Lube Line Fasteners
201LaurelBerly-------- 609 966-3603

Washing Machines, Dryers & Ironers—Coin Metered

(See also Laundry Equipment)
CORD AUTOMATIC LAUNDRY EQUIPMENT CO
Washers-Dryers-Leasing-Commission Sales
[illegible]WestChesterPa
Toll Free ---------- 800 523-7200
ELMHURST METERED APPLIANCE CO
Dryers & Ironers-Coin Metered
[illegible]PhilaPa ---- 215 765-0979

GORDON & THOMAS APPLIANCES INC
Maytag Metered Washers & Dryers
Commission - Leasing - Sales
Liberal Commissions, Est 1942
[illegible] --------- 201 642-0100

MAYTAG COMMERCIAL WASHERS & DRYERS—
COMMERCIAL DISTRIBUTOR
EQUIPMENT MARKETERS
Sales-Lease-Apartments-Commission-Plan
100[illegible]Cherryhl --- 428-3355
AUTHORIZED ROUTE OPERATOR
GORDON & THOMAS APPLIANCES
Concession Sales Leasing Since 1942
44[illegible] -- 201 731-3909

Three Way Community Laundry
1195HaddonAvCam -------- 541-5706

Washing Machines, Dryers & Ironers—Dealers

(See also Appliances—Household—Major—Dealers)
A B C DISCOUNT APPLIANCES
StateHwyNo38&[illegible]
Pen ---------------- 665-6711
(See Our Advertisement Under This Heading)
ABK WASHER & DRYER SERVICE
40[illegible] --- 784-7474
ALFRED'S WASHER & DRYER REPAIR SERVICE
219UnitedStatesAvLindwld -- 784-2829
(See Our Advertisement Under This Heading)
Alliance Appliance
41SC[illegible]RdBerlin ----- 767-9668
APPLIANCE CITY
144SBroadWdby ----------- 853-4252
CREST APPLIANCE SERV
20NCentreMchntvl -------- 662-0075
(See Our Advertisement Under This Heading)
Del-Val Washer & Dryer Service
CedarAvLindwld ---------- 667-1871
DEL-VALLEY APPLIANCE & TV
237EMarltonPikeCherryhl ---- 428-0313
DI CARLO'S APPLIANCE CENTER
575BlackHorsePikeBlcwd--- 228-1135
(See Our Advertisement Under This Heading)

FRIGIDAIRE WASHING MACH & DRYERS—
AUTHORIZED SALES & SERVICE
CREST APPLIANCE SERV
20NCentreMchntvl ----- 662-0075
OAKLYN HARDWARE & APPLIANCE CO
517WhHorsePikeOaklyn-- 854-4800

FULLER'S WASHINGTON MACH SERV
1111KaighnAvCam ------- 966-1000

GENERAL ELECTRIC—
AUTHORIZED RETAIL DEALERS
BENCE J C APPLIANCE STORE
753HaddonAvColngswd--- 854-1424
DEL-VALLEY APPLIANCE & TV
237EMarltonPikeCherryhl - 428-0313

GIBSON AUTOMATIC WASHERS & DRYERS—
FACTORY AUTHORIZED SERVICE
EDWARDS APPLIANCE SERVICE
17[illegible]RdGlndora ---- 966-7700

JOHNNIE'S SERVICE CENTER
See Wash Mach Dryers & Ironers Serv & Rep
419BlackHorsePikeGlndora -- 931-0070

MAYTAG WASHERS & DRYERS
"The ones to buy
in the first place"
• Automatic Washers
• Clothes Dryers
• Portable Laundry
• Wringer Washers
Backed by generations of famous
Maytag Dependability.
MAYTAG
"FOR INFORMATION"
AUTHORIZED DEALER
SALES & SERVICE
BENCE J C APPLIANCE STORE
753HaddonAvColngswd---- 854-1424
Fuller's Washing Mach Serv
1111KaighnAvCam----- 966-1000
Johnnie's Service Center
419BlackHorsePikeGlndora 931-0070
S J MAYTAG HOME APPLIANCE CENTER 285-S BlackHorsePike
MtEphrm ------------- 931-3346
Woodbury Appliance Service Center
[illegible]Wdby ---- 845-3710

Listings of This Classification

Are Continued on Next Page

BEST COPY AVAILABLE

READING CHARTS AND DIAGRAMS - ACTIVITY 1

Look over the chart on the following page and answer the questions below.

1. What is the title of this chart?

   A. Approximate Keeping Time
   B. Commodity
   C. Average Life Cycles of Canned Foods
   D. Federal Supply Handbook

2. Under the heading of "Commodity" is listed:

   A. temperatures
   B. times
   C. fresh fruits
   D. canned foods

3. Which canned food can be kept the longest at 40° F?

   A. carrots
   B. cabbage
   C. apples
   D. plums

4. Which canned food will go bad the quickest if kept at 100° F.

   A. peas
   B. pears
   C. orange juice
   D. tomatoes

5. At which temperature do all canned foods keep well the longest?

   A. 32° F
   B. 40° F
   C. 70° F
   D. 100° F

6. What should you do with canned grapefruit juice that has been stored in your warehouse for 2 years?

   A. Store it at a lower temperature.
   B. Keep it as it is.
   C. Move it out to the supermarkets.
   D. Throw it away, it has gone bad.

AVERAGE LIFE CYCLES OF CANNED FOODS

Commodity	Approximate keeping time at—		
	40°F	70°F	100°F
Beans	6 years	3 years	18 months
Carrots			
Corn			
Hominy grits			
Peas			
Asparagus	5 years	1 or more years	9 months
Beets			
Brussel sprouts			
Cabbage			
Cauliflower			
Sweet potatoes			
White potatoes			
Spinach			
Apples	3 years	1 or more years	9 months
Applesauce			
Peaches			
Pears			
Pineapple			
Pumpkin	2½ years	1 year	6 months
Sauerkraut			
Squash			
Tomatoes			
Apricot nectar	1½ years	1 year	3 months
Berries (all varieties)			
Cherries			
Fruit salad			
Grapefruit			
Grapefruit juice			
Grape juice			
Orange juice			
Plums			
Rhubarb			
Tomato juice			

Federal Supply Handbook
G.S.A. (General Services Administration)
U.S. Government Printing Office
Washington, DC

READING CHARTS AND DIAGRAMS - ACTIVITY 2

Look at the diagram on the next page and answer the questions below.

1. What is the title of this diagram?

   A. Aisle
   B. A Plessy Label Used For Inventory Control
   C. LDS Dress Bay R Plastics
   D. Vendor ID

2. On this sample inventory label, the large K would show you:

   A. the height of the item
   B. the bay the item is in
   C. the aisle the item is in
   D. the vendor ID

3. What bay is this sample item in?

   A. C
   B. 11
   C. C16A
   D. 3

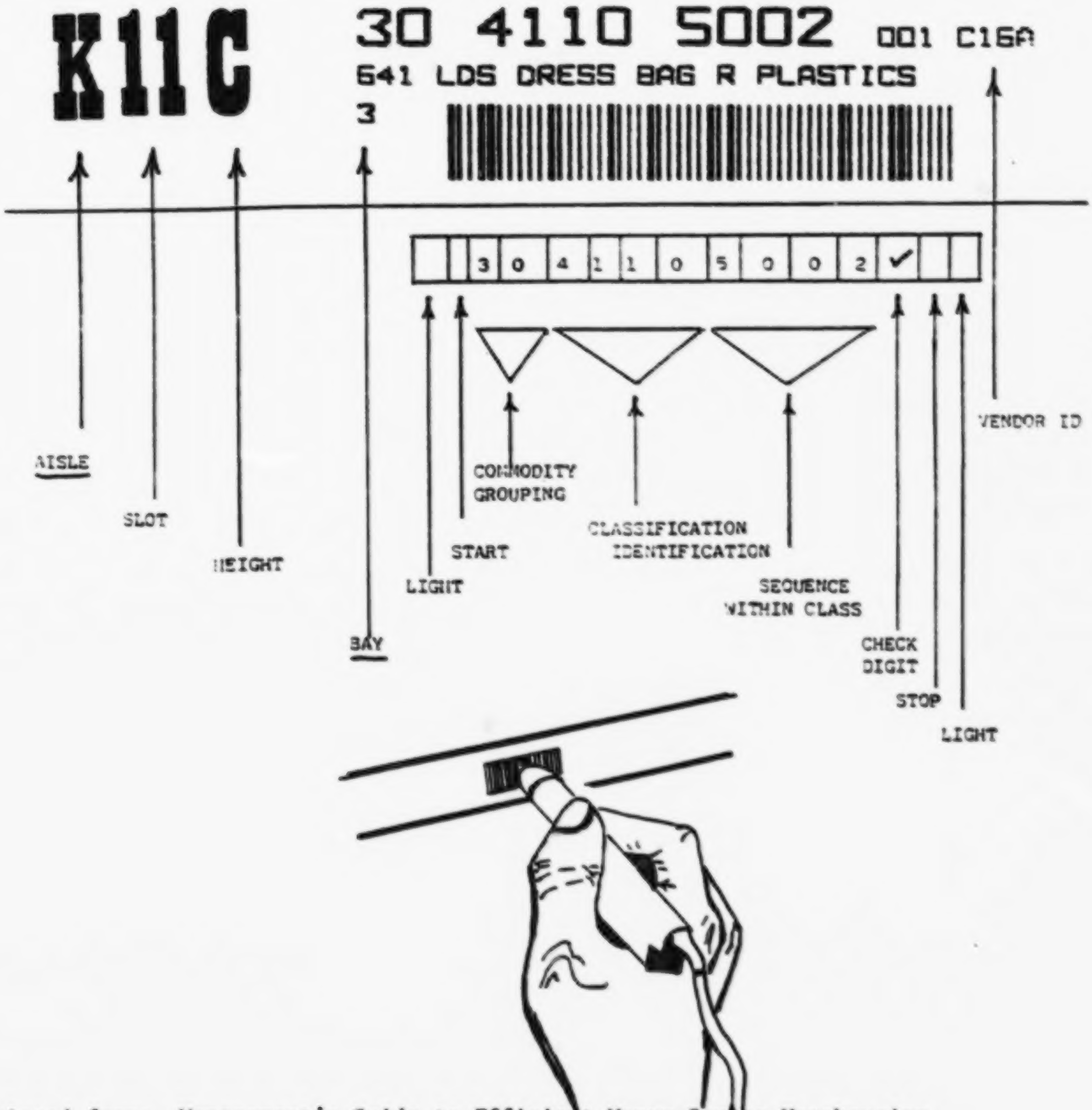
4. At the bottom of the diagram a hand is pictured. What is that hand showing you how to do?

   A. Write with a felt tip pen.
   B. Use a "pen" flashlight.
   C. Use the electric pen to put the Plessey Label # into the computer.
   D. Rub off the Plessy Label for your hidden prize.

5. The vendor ID number would tell you:

   A. nothing
   B. the identity of the company that sells this product
   C. the identity of the company that buys this product
   D. the commodity grouping

A PLESSEY LABEL USED FOR INVENTORY CONTROL


K11C
30 4110 5002 001 C16A
641 LDS DRESS BAG R PLASTICS
3
3 0 4 1 1 0 5 0 0 2 ✓
AISLE
SLOT
HEIGHT
BAY
LIGHT
START
COMMODITY GROUPING
CLASSIFICATION IDENTIFICATION
SEQUENCE WITHIN CLASS
CHECK DIGIT
STOP
LIGHT
VENDOR ID

Printed from: Management's Guide to Efficient Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982, p. 104.

READING CHARTS AND DIAGRAMS - ACTIVITY 3

Look at the chart on the following page and answer the questions below.

1. What is the title of this chart?

   A. Water
   B. Know Your Fire Extinguishers
   C. Class of Fire
   D. Type of Extinguisher

2. Which of the following types of fire extinguishers is NOT a water extinguisher?

   A. foam
   B. pump tank
   C. cartridge operated
   D. stored pressure

3. What class of fire is a grease fire?

   A
   B
   C

4. Will a foam fire extinguisher put out fires in all three classes?

   A. no
   B. yes
   C. maybe

5. What sizes does a carbon dioxide extinguisher come in?

   A. 2 1/2 gal.
   B. 2 1/2 - 5 gal.
   C. 2 - 20 lbs.
   D. 2 1/2 - 30 lbs.

6. Look under the type of extinguisher heading "Dry Chemical" and find the multi-purpose ABC extinguishers. Do the two multi-purpose extinguishers put out all classes of fires?

   A. no
   B. yes
   C. maybe

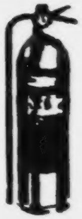
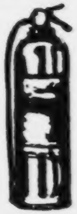
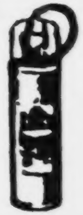
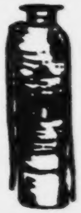
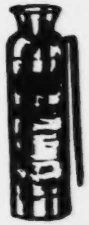
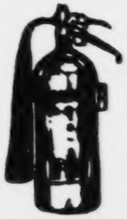
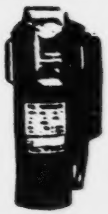
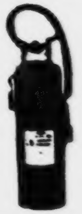
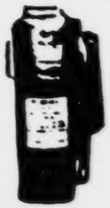
7. What is the "Usual Operation" or way to use a Water Soda Acid Extinguisher?

   A. Pull pin, squeeze handle.
   B. Pump handle.
   C. Pull pin.
   D. Turn upside down.

8. How many of the ten extinguishers pictured will put out a class A fire?

A. 5
B. 6
C. 7
D. 8

KNOW YOUR FIRE EXTINGUISHERS

TYPE OF EXTINGUISHER	WATER			WATER SODA ACID	FOAM	CARBON DIOXIDE	DRY CHEMICAL			
							SODIUM OR POTASSIUM BICARBONATE		MULTI-PURPOSE ABC	
	STORED PRESSURE	CARTRIDGE OPERATED	PUMP TANK				STORED PRESSURE	CARTRIDGE OPERATED	STORED PRESSURE	CARTRIDGE OPERATED
FEDERAL FIRE COUNCIL										
CLASS OF FIRE **A** WOOD PAPER RUBBER PLASTICS	YES	YES	YES	YES	YES	NO	NO	NO	YES	YES
B FLAMMABLE LIQUIDS GASES GREASES	NO	NO	NO	NO	YES	YES	YES	YES	YES	YES
C ELECTRICAL EQUIPMENT	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES
USUAL OPERATION	PULL PIN SQUEEZE HANDLE	PULL PIN SQUEEZE HANDLE	PUMP HANDLE	TURN UPSIDE DOWN	TURN UPSIDE DOWN	PULL PIN SQUEEZE HANDLE	PULL PIN SQUEEZE HANDLE	PULL PIN SQUEEZE HANDLE	PULL PIN SQUEEZE HANDLE	PULL PIN SQUEEZE HANDLE
RANGE	30'–40'	30'–40'	30'–40'	30'–40'	30'–40'	3'–8'	5'–20'	5'–20'	5'–20'	5'–20'
DISCHARGE TIME	1 MINUTE	1 MINUTE	1 MINUTE	1 MINUTE	1 MINUTE	8–30 SEC.	8–25 SEC.	8–25 SEC.	8–25 SEC.	8–25 SEC.
SIZES	2½ GAL.	2½ GAL.	2½–5 GAL.	2½ GAL.	2½ GAL.	2–20 LBS.	1–38 LBS.	2½–30 LBS.	2 1/2 - 30 LBS.	8½–30 LBS.

U.S. Navy Drawing

FACT OR OPINION - ACTIVITY 1

Read each of the following statements and if it is a fact write F, if it is an opinion write O. Remember that a fact can be proved and an opinion is just what someone thinks.

1. _____ A refrigerated warehouse will keep foods like milk from spoiling.
2. _____ AAA Warehousing is the best company to work for!
3. _____ Public warehouses are nicer than private warehouses.
4. _____ I don't like to drive a forklift.
5. _____ Pallets are made of wood.
6. _____ Only people who are strong and can lift a lot work in warehouses.
7. _____ The counterbalanced forklift has a large weight at the rear of the lift.
8. _____ Accidents happen in warehouses because people are stupid.
9. _____ Warehouse workers make a lot of money and drive big cars.
10. _____ In 1972, 19.2 out of 100 warehouse workers were hurt on the job.
11. _____ There are several different types of pallets.
12. _____ Working in a warehouse is boring.
13. _____ Reading class is fun.
14. _____ In a warehouse, they make you work too hard.
15. _____ Some warehouse workers get promoted.

FACT OR OPINION - ACTIVITY 2

Read each of the paragraphs below and if it is mostly facts, write facts and if it is mostly opinions, write opinions.

1.* _____ The packing list is a list of each product to be shipped and has enough details to let the receiver of the goods identify the product. This list is prepared by the shipper. It may be sent with the shipment. The list if it is sent with the shipment, is put in an envelope marked "parking list."

2. _____ By storing goods in our public warehouse, your company will save money. We know the best ways to ship your goods. We can do it cheaply and quickly. If anything gets damaged and it's our fault.....Well we have insurance!

3. _____ Repackaging goods is one job of the warehouse worker. Companies send goods in their package and for many reasons it is practical to put the goods in different packages. If a box or bag breaks in shipment, goods will have to be repackaged. Goods are repackaged in boxes.

---

*Printed from: Modern Warehouse Management, Creed H. Jenkins, McGraw-Hill Book Company, New York, 1968, p. 217.

READING TABLE OF CONTENTS AND INDEX - ACTIVITY 1

A table of contents is in the front of a book. It gives you the order of the chapters of the book, the titles of the chapters, and page numbers.

Look at the table of contents on the following page. Notice the "Appendixes" at the bottom of the page. Appendixes give added information beyond that given in the table of contents.

Now answer the questions below, using the table of contents on the following page.

1. How many sections or chapters does this book have?

   A. 9
   B. 10
   C. 11
   D. 12

2. If you wanted to read about safety rules in warehousing, what section would you turn to?

   A. Section 4
   B. Section 5
   C. Section 6
   D. Section 7

3. On what page does section 10 begin?

   A. 253
   B. 267
   C. 307
   D. 343

4. What page does the index start on?

   A. 267
   B. 307
   C. 343
   D. 365

5. If you needed to look up a meaning of a word, what would you turn to?

   A. Section 9
   B. Section 12
   C. Appendix A
   D. Appendix B

6. You want to read about how to use a forklift. What section will you turn to?

   A. Section 4
   B. Section 5
   C. Section 6
   D. Section 7

7. What pages in the appendixes will show you a sample forklift driver's test?

   A. A1 - A5
   B. B1 - B13
   C. C1 - C27
   D. D1 - D8

Contents

Section 1 Receiving Operations ... 7
Section 2 Storage and Warehousing Procedures ... 29
Section 3 Selecting Equipment ... 105
Section 4 Forklift Operator's Training Guide ... 155
Section 5 Security, Safety, Housekeeping and Fire Protection ... 213
Section 6 Public Warehousing ... 227
Section 7 Loss and Damage Claim Filing ... 241
Section 8 Transportation and Storage of Hazardous Materials ... 253
Section 9 Cost Control Awareness ... 267
Section 10 Work Measurement Appraisal for Warehouse Manager ... 307
Section 11 Energy Conservation Guidelines ... 343
Section 12 Index ... 365

Appendixes

A Glossary of Terms ... A1—A5
B Preventive Maintenance of Industrial Forklift Batteries ... B1—B13
C Examples of Forklift Operator's Written and Practical Examinations ... C1—C27
D Developing a Meaningful Energy Management Plan ... D1—D8
E Hazardous Materials ... E1—E6
F Article 7—Warehouse Receipts, Bills of Lading, Other Documents of Title ... F1—F20

Printed from: Management's Guide to Money-Saving Warehousing, Stephen L. Frey,
The Dartnell Corporation, Chicago, 1982.

READING TABLE OF CONTENTS AND INDEX - ACTIVITY 2

Look at the index on the following page. An index is found in the back of a book. The index is in alphabetical order. It tells you where to find specific information that you can't get from looking at the table of contents.

Answer the questions below from the information in the index on the next page.

1. An index is in ____________________ order.

   A. numerical
   B. alphabetical
   C. ordinal
   D. binary

2. If you wanted to read about distribution of goods, you would turn to page:

   A. 302
   B. 12
   C. 291 - 292
   D. 196, 199

3. What pages can you turn to if you want to read about counterbalanced forklifts?

4. Under the dark print heading "Cost Control", how many specific types of cost control are listed?

5. Do you think that the entire index for the book is on this one page? Explain your answer.

6. What page would you turn to if you wanted to read about fuel use and the costs involved?

Automated warehouses, 150-153
Automatic storage/retrieval systems (AS/R), 67-68

Bill of lading, 9, 76, 237

Careers in warehousing, 2
Claim management
  claims against carrier, 242
  claims against U.S. Postal Service, 243
  forms use in, 244-245
  freight loss and damage claims law, 249
  loss and damage claim filing, 241-242
Cost control, 34, 41, 43, 267-288, 295-297
  cube utilization, 271-273
  depreciation methods comparison, 295
  discounted cash flow method, 296-297
  fixed and variable costs of warehousing, 267-270
  inventory turnover ratio, 274
  labor handling costs, 277-279
  materials handling cost factors, 294
  payback calculations, 297
  warehouse cost accounting, 279-288

Daily receiving report, 13
Data processing and warehousing
  applications and systems, 289-293, 298-306
    acceptance of freight, 300
    automatic guidance systems, 290
    Cathode Ray Tubes (CRT), 290-291
    distribution of goods, 302
    labels, computerized picking, 299
    marking goods, 301
    on-line, receiving & distribution, 290-293
    portable data entry devices, 291-292
Defective goods, receipt of, 12
Distribution of goods, 302

Energy conservation guidelines, 343-363
  annual energy use and cost worksheet, 354, 357
  definition of energy terms, 358
  energy management systems, 356
  equipment monitoring and control, 361-363
  fuel use and costs, 353
  lighting sources, 348
  maintenance program, 350-351
  objectives, 343
  savings in kilowatt hours, 347
Equipment selection, 105-153
  determining needs, 105-106
  factors in, 105, 125
  forklift trucks, 33, 39-40, 105-125, 155-212
  types of equipment other than forklifts, 123-153

Fire prevention, warehouse, 218-221
Forklift trucks, 105-125, 155-212
  cost of, 155
  counterbalanced, 109, 112-113, 124, 158-162
  and fulcrum principle, 169, 172-173
  identification plate, 174-175
  load handling procedures, 169, 172, 174
  load rating, 174, 176-177
  lubricating oils for, 199
  maintenance and operator checklist, 177-181, 192-195
  narrow aisle, 33, 39-40
  nomenclature, 179, 182-192
  OSHA requirements and checklist, 109, 155, 197-198
  operation, 196, 199
  operators
    driving exercises for, 210

Printed from: Management's Guide To Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982, p. 365.

WAREHOUSING ANSWER KEY

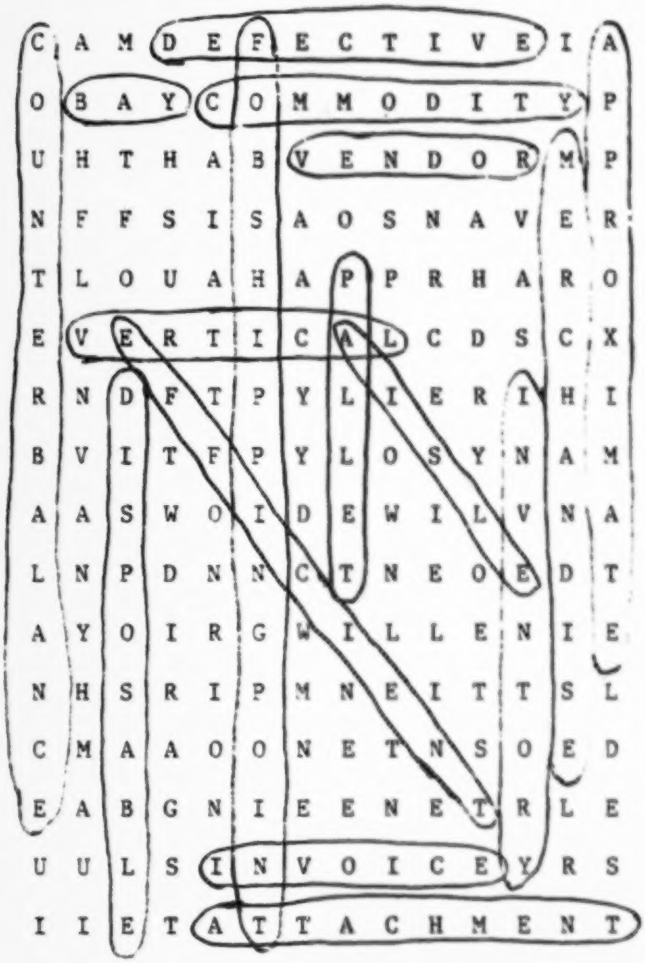
CONTEXT CLUES - ACTIVITY 1

1. vendor
2. defective
3. aisle
4. merchandise
5. invoice
6. inventory
7. disposable
8. attachments
9. pallets
10. vertical

CONTEXT CLUES - ACTIVITY 2

counterbalanced
invoice
commodities
approximately
attachment
pallets
bay
efficiently

VOCABULARY - ACTIVITY 1



C	A	M	D	E	F	E	C	T	I	V	E	I	A
O	B	A	Y	C	O	M	M	O	D	I	T	Y	P
U	H	T	H	A	B	V	E	N	D	O	R	M	P
N	F	F	S	I	S	A	O	S	N	A	V	E	R
T	L	O	U	A	H	A	P	P	R	H	A	R	O
E	V	E	R	T	I	C	A	L	C	D	S	C	X
R	N	D	F	T	P	Y	L	I	E	R	I	H	I
B	V	I	T	F	P	Y	L	O	S	Y	N	A	M
A	A	S	W	O	I	D	E	W	I	L	V	N	A
L	N	P	D	N	N	C	T	N	E	O	E	D	T
A	Y	O	I	R	G	W	I	L	L	E	N	I	E
N	H	S	R	I	P	M	N	E	I	T	T	S	L
C	M	A	A	O	O	N	E	T	N	S	O	E	D
E	A	B	G	N	I	E	E	N	E	T	R	L	E
U	U	L	S	I	N	V	O	I	C	E	Y	R	S
I	I	E	T	A	T	T	A	C	H	M	E	N	T

CATEGORIZING - ACTIVITY 1

1. Fenced in storage
2. Refrigerated
3. Heated
4. Frozen
5. Dry storage

MAIN IDEA - ACTIVITY 2

1. B
2. C
3. Stated
4. A

MAIN IDEA - ACTIVITY 4

1. B
2. C
3. A
4. C

DETAILS - ACTITIVY 2

1. 5
2. E
   A
   C
   B
   D

DETAILS - ACTIVITY 4

1. Wood
2. Double faced pallet
3. The openings give enough space to let the forks of a forklift enter between the decks.
4. A
5. C
6. Cardboard and wood

MAIN IDEA - ACTIVITY 1

1. C
2. D
3. A

MAIN IDEA - ACTIVITY 3

1. B
2. D
3. C
4. B

DETAILS - ACTIVITY 1

1. Public warehouses store goods for many companies, private warehouses only store for 1 company.
   Public warehouses are a money making business, private warehouses are not.
2. A & P
3. Florence, New Jersey

DETAILS - ACTIVITY 3

1. 1972
2. pallet loaded wrong
3. slippery floors, broken glass, fumes
4. Warehouse work is dangerous. Goods and workers are always moving.
5. 19.2

FOLLOWING DIRECTIONS - ACTIVITY 1

1. C
2. D
3. A
4. A
5. B
6. Spread the weight evenly on the truck.
7. C

FOLLOWING DIRECTIONS - ACTIVITY 2

1. Unload the pallets of canned food out of the first boxcar.
2. Warehouse #4, Section 117
3. Take it to the office.
4. See your supervisor.
5. Count them and check the invoice.

FORMS AND APPLICATIONS - ACTIVITY 1

Check over application, see that spelling is correct, writing is neat, and no information is left out.

FORMS AND APPLICATIONS - ACTIVITY 2

See sample form filled in on next page.

STANDARD WAREHOUSE & DISTRIBUTING CO.

P. O. Box 389
Camden, N. J. 08101
Phone: 609-665-1550   215-925-4388   TWX-710-892-0916
37th St. & River Road, Pennsauken, N. J. 08110

REC'D FROM
Campbell's Soup Co.
12 Campbell Place
Camden, New Jersey 08315

FOR ACCT OF
Acme Markets
Delsea Drive
Glassboro, New Jersey 08028

ORIGINAL INVOICE

DOCUMENT NUMBER	DATE	CUSTOMER NUMBER	CUSTOMER ORDER NO.	BILLING PERIOD	WAREHOUSE NO.
	Today's Date				

QUANTITY	SAID TO BE OR CONTAIN (CUSTOMER ITEM NO., WAREHOUSE ITEM NO., LOT NUMBER, DESCRIPTION, ETC.)	WEIGHT	STORAGE RATE HANDLING RATE	
5 cases	Chicken Noodle Soup	125 lb.		118.00
8 cases	Vegetable Beef Soup	200 lb.		220.00
3 cases	Cream of Mushroom Soup	75 lb.		58.80
10 cases	Alphabet Chicken Soup	250 lb.		236.00
4 cases	Bean Soup	100 lb.		78.40
8 cases	Single Serving Beef Soup	160 lb.		126.40
12 cases	Single Serving Clam Chowder	240 lb.		165.60
				$1,003.20

PAY THIS AMOUNT

THIS IS YOUR ONLY INVOICE
TERMS: NET CASH DUE UPON RECEIPT.

BEST COPY AVAILABLE

READING WANT ADS - ACTIVITY 1

1. E
   C
   I
   G
   A
   D
   F
   B
   H
2. D
3. C
4. A
5. C
6. B
7. D
8. D
9. B

READING WANT ADS - ACTIVITY 2

1. E
   C
   G
   H
   A
   D
   F
2. Previous experience, familiar with warehousing and inventory procedures, must be over 18, have a H.S. Diploma.
3. $4.75/hr. to start, O.T. and good benefits
4. C

USING THE PHONE BOOK - ACTIVITY 1

1. B
2. D
3. C
4. D
5. A
6. C

READING CHARTS AND DIAGRAMS - ACTIVITY 1

1. C
2. D
3. A
4. C
5. B
6. D

READING CHARTS AND DIAGRAMS - ACTIVITY 2

1. B
2. C
3. D
4. C
5. B

FACT OR OPINION - ACTIVITY 1

1. F
2. O
3. O
4. O
5. F
6. O
7. F
8. O
9. O
10. F
11. F
12. O
13. O
14. O
15. F

READING CHARTS AND DIAGRAMS - ACTIVITY 3

1. B
2. A
3. B
4. A
5. C
6. B
7. D
8. C

FACT OR OPINION - ACTIVITY 2

1. Facts
2. Opinions
3. Facts

READING TABLE OF CONTENTS AND INDEX - ACTIVITY 1

1. D
2. B
3. C
4. D
5. C
6. A
7. C

READING TABLE OF CONTENTS AND INDEX - ACTIVITY 2

1. B
2. A
3. 109, 112-113, 124, 158-162
4. 9
5. No, the bold print headings end at the letter F and there must be more pages to complete the alphabetical listing.
6. 353

WAREHOUSING BIBLIOGRAPHY

Management's Guide to Efficient Money-Saving Warehousing, Stephen L. Frey, The Dartnell Corporation, Chicago, 1982.

Contemporary Physical Distribution & Logistics, James C. Johnson and Donald F. Wood, Penn Well Publishing Company, Tulsa, Oklahoma, 1982.

Modern Warehouse Management, Creed H. Jenkins, McGraw-Hill Book Company, New York, 1968.